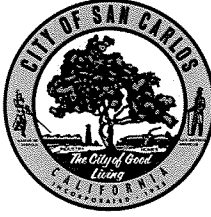


CITY OF SAN CARLOS

CITY COUNCIL

RANDY ROYCE, MAYOR
OMAR AHMAD, VICE MAYOR
ROBERT GRASSILLI
MATT GROCOTT
ANDY KLEIN



CITY MANAGER
600 ELM STREET
SAN CARLOS, CALIFORNIA 94070-3085

TELEPHONE: (650) 802-4228

FAX: (650) 595-6729

WEB: <http://www.cityofsancarlos.org>

January 19, 2010

Ms. Sue Ma
Water Resources Control Engineer
Regional Water Quality Control Board
1515 Clay Street, Suite 1400
Oakland, CA 94612

Subject: Stormwater Pollution Prevention Program Second Half Deliverables

Dear Ms. Ma:

The attached reports represent the City of San Carlos's responses to the items requested for delivery as described in the San Mateo Countywide Stormwater Management Plan.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Sincerely,

Mark Weiss
City Manager



First Half -Year Deliverables
(July-November 2009)
Due by January 19, 2010

Municipality: San Carlos

Contact Person: Gavin Moynahan Phone: 650-802-4267

(Please complete the following report and submit, along with a statement of certification, to Matt Fabry by the January 19, 2010 TAC meeting.)

The Municipal Regional Stormwater Permit will become effective on December 1, 2009, and it will require a different reporting form.

USE THIS DELIVERABLES REPORTING FORM ONLY FOR JULY THROUGH NOVEMBER 2009.

Submittal Checklist



1. Certification Letter (signed by an authorized representative from your municipality) ☒

2. Municipal Government Maintenance Monthly Record Keeping Forms (Attachment A)

Check if data submitted electronically. ☒

	<u>Street/Leaf</u>	<u>Storm/Litter</u>
July 2009	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
August 2009	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
September 2009	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
October 2009	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
November 2009	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

* For maintenance activities not conducted, please fill in zeros on the forms.

3. Stormwater Inspections & Violations Summary (for this reporting period - Attachment B) ☒

4. Illicit Discharge Summary Report Form (July through November 2009) (Attachment C) ☒

5. Operations and Maintenance Information for Stormwater Treatment Measures

form for each new and redevelopment project where post-construction, stormwater treatment controls have been implemented this reporting period (Attachment D) ☐

6. Summary of Pre-Wet Season Erosion Control Inspections Form

Pre-Wet Season Erosion Control Inspections Certification Letter (Attachment E) ☐

7. Table of New Development Projects (Attachment F) ☒

EOA, Inc.

To assist us in compiling information from all the municipalities, please also:

- *Do not remove page breaks (start each component at the top of a new page).*
- *Write your municipality's name at the top of every page.*

COMPONENT 2. MUNICIPAL GOVERNMENT MAINTENANCE ACTIVITIES

I. Tasks described in the Stormwater Management Plan and which are therefore enforceable requirements of the NPDES permit

1. Describe assistance provided to the Municipal Maintenance Subcommittee during July through November 2009. (Do not list the subcommittee meetings attended because EOA will track and include information about meeting attendance in SMCWPPP's Annual Report).

Five members of the City's Public Works Department attended the Annual Municipal Maintenance Training workshop in South San Francisco on June 25, 2009.

2. Check that your agency has fully completed Municipal Government Maintenance Activities monthly record-keeping forms (Attachment A) for July through November 2009. Submit completed forms if not entered electronically.

- ☐ Paper forms for July 1 through November 30, 2009 maintenance activities are attached.
- ☒ Electronic files on webpage for July 1 through November 30, 2009 maintenance activities are complete.

Please be sure to include estimates of the amount of leaves and litter collected by your agency, including parks and public works personnel, volunteers and/or court-referred crews.

Estimates for the volume of materials collected has been reported on the Web.

3. Describe assistance provided to the Parks Maintenance and IPM Work Group during July through November 2009. (Do not list the subcommittee meetings attended because EOA will track and include information about meeting attendance in SMCWPPP's Annual Report).

COMPONENT 3. INDUSTRIAL AND ILLICIT DISCHARGE CONTROLS

Performance standards contained in the Stormwater Management Plan and which are therefore enforceable requirements of the NPDES permit

1. Submit completed Stormwater Inspections & Violations Summary forms (Attachment B).
 - a. How many businesses were inspected between July and November/December [pick either July through November or July through December, whichever is easier for you to report on] 2009?
County data was not available on the web.
 - b. How many inspected businesses had one or more violations using definition on the Summary Inspections & Violation Summary form?
County data was not available on the web.
 - c. How many businesses had a violation that was pending correction as of end of day on November 30 or December 31, 2009 [pick one of the other dates, whichever is easier for you to report on]?
County data was not available on the web.
2. Complete and submit the attached form: *Illicit Discharge Inspection Quarterly Summary Report: July - November 2009 (Attachment C)*. **NOTE: For each illicit discharge found please fill out the Illicit Discharge Source Identification Form (Attachment C) and retain copies of the completed Illicit Discharge Source Identification Forms at your municipality (don't submit with deliverables). The completed forms must be made available if requested in the future by the Water Board staff or its representatives.**
City staff found five businesses in violation. Forms attached.
3. Describe assistance provided to the CII Subcommittee and its Educational Outreach Work Group during July through November 2009. (Do not list the subcommittee meetings attended because EOA will track and include information about meeting attendance in SMCWPPP's Annual Report).
4. Describe your municipality's use of SMCWPPP's educational outreach materials, such as the Tips for a Cleaner Bay booklet, Vehicle Service Facility booklet, restaurant posters, and other outreach materials for businesses.
 1. The San Carlos Building Division continues to hand out full-size sheets that incorporate the major pamphlets and handouts relating to stormwater BMPs.

2. Also various City departments are instructed to distribute outreach materials when inspecting businesses or responding to reported violations.

COMPONENT 4. PUBLIC INFORMATION AND PARTICIPATION

1. Tasks described in the Stormwater Management Plan and which are therefore enforceable requirements of the NPDES permit

Describe your public information and participation activities during the reporting period. Topics that shall be addressed, in as specific a manner as possible, include the following:

1. Stenciling/signage conducted;

No stenciling/signage was conducted during this reporting period.

2. Community outreach events held or participated in: (Remember that the performance standards state that municipalities over 50,000 in population will participate in five community outreach events annually, municipalities between 5,000 and 50,000 in population will participate in four activities annually, and municipalities less than 5,000 in population will participate in three activities annually.)

a) Existing community outreach events:

1. The CFL collection event held at City Hall during Earth Week was continued through this reporting period.

b) New community outreach events:

1. San Carlos, in conjunction with Peninsula TV, ran segment from "One on One" regarding the SMCWPPP.
2. Staff provided information during the City's Farmers Market on August 20, 2009.

c) Coordination with local volunteer groups:

4. The Citywide creek clean-up was hosted on September 19, 2009 and yielded 18.5 yards of debris.

d) Other outreach activities (e.g. outreach to schools, advertising, etc.):

3. Educational material developed and/or distributed;

1. Flyers advertising creek clean-up day on September 19, 2010 were mailed to residents adjacent to creeks.
 2. The P3 newsletter was put out at the public service counter at City Hall.
 3. San Mateo County Pollution Prevention Calendars (2009) were made available in the City Hall lobby.
 4. Educational brochures regarding CFL recycling, "Too Toxic to Trash," and solving water pollution are also consistently on display. CFL location poster hangs displaying permanent CFL recycling locations and information regarding our CFL collection event and permanent CFL collection centers within San Carlos was posted on the City's website.
-
4. Describe assistance provided to the PIP subcommittee during July through November 2009. (Do not list the subcommittee meetings attended because EOA will track and include information about meeting attendance in SMCWPPP's Annual Report.)

COMPONENT 5. NEW DEVELOPMENT AND CONSTRUCTION SITE CONTROLS***I. Tasks described in the Stormwater Management Plan and which are therefore enforceable requirements of the NPDES permit.***

1. Describe assistance provided to the New Development Subcommittee during July through November 2009. (Do not list the subcommittee meetings attended because EOA will track and include information about meeting attendance in SMCWPPP's Annual Report).
2. List workshops attended **other than SMCWPPP-sponsored workshops**. (EOA will track and include information about your municipality's attendance at SMCWPPP-sponsored workshops in SMCWPPP's Annual Report).
3. How many municipal staff members have received a certificate of completion from a Construction Site Stormwater Compliance workshop offered by SMCWPPP, the San Francisco Estuary Project, or the Santa Clara Valley Urban Runoff Pollution Prevention Program in the last three years? 1

II. Compliance with the Performance Standards.

1. Please include in your deliverables the 2009 Certification letter that all active construction sites have been inspected prior to the wet season. Check the box if the letter is included in Attachment E. ☐
2. Attach a completed copy of the Summary of Pre-Wet Season Erosion Control Inspections Form (Attachment E).

III. Tasks required by Provision C.3 of SMCWPPP's NPDES permit amended on February 19, 2003.

1. Attach a copy of the completed Operations and Maintenance Information for Stormwater Treatment Measures form (Attachment D) for each new and redevelopment project where treatment measures have been implemented during this reporting period.
2. As required by Provision C.3.e.iii of SMCWPPP's amended NPDES permit, provide the following details about your municipality's Operation and Maintenance (O&M) Verification Program:
 - Provide a list or summary of O&M verification inspections conducted between July 1, 2009 and November 30, 2009. Include a summary of inspection results.

- Describe any inspection follow-up.
 - Evaluate your municipality's O&M Verification Program's effectiveness.
 - Summarize any planned improvements to the O&M Verification Program.
 - Describe the organization structure of your O&M Verification Program.
3. Complete the Table of New Development Projects (Attachment F) for all Group 1 and 2 projects being planned or constructed during July through **November 2009**. Include information on hydromodification management for all applicable projects that create and/or replace one acre or more of impervious surface and are located in susceptible areas. **NOTE: Complete this table with information only through November 2009. The Municipal Regional Stormwater Permit goes into effect on December 1, 2009, and will require some changes to the table.**

ATTACHMENT A

MUNICIPAL MAINTENANCE MONTHLY RECORD KEEPING FORM

ATTACHMENT B

STORMWATER INSPECTIONS & VIOLATIONS SUMMARY

STORMWATER INSPECTIONS & VIOLATIONS SUMMARY

Municipality: San Carlos
 Period Covered by this Report: April 1, 2009 THROUGH June 30, 2009
 Period Covered by the Previous Report: Jan 1 - March 30, 2009
 Date: 07/02/09

Haz Mat 26
 Food 22
 Total Number of Inspections: 1
 Total Number of Violations: 0
 Total Follow-up Actions: 1
 Total Violations Corrected: 1
 Total Violations Pending: 0

NAME ADDRESS TYPE OF BUSINESS	VIOL. DATE	INSP	TYPES OF VIOLATIONS		DESCRIPTION OF VIOLATION including whether violating flow reached a creek or other waterbody, (name waterbody)	ENFORCEMENT ACTIONS					FOLLOW-UP ACTION	VIOLATIONS CORRECTED (YES/NO)	DATE CORRECTED
						N O N E	V N	W N	I N	F L N A			
SBC, 537 Laurel St	24-Apr	SL	NO	NO	PEX NSW	No violations at time of inspection. Parkinglot & front area of building are clean & dry. Looks good.	*				NO	NA	NA
BFI-Allied Waste, 225 Shoreway	29-Apr	SL	YES	NO	Parking lot-ensure oil drips/stains are continuously picked up on a weekly/bi-weekly basis. Maintenance shop/storage area in back northwest corner of facility has oil on ground and must be picked up and disposed of correctly. As prevention maybe place an oil absorbent boom in front or around storm drain.	*					YES	YES	29-Apr

Type of Violation
 PEX Pollutant Exposure
 NSW Non-Stormwater Discharge
 Discharge of pollutants to stormdrain system because pollutants are exposed to stormwater runoff.
 Discharge of non-stormwater materials to storm drain syste. Non-stormwater discharges are allowed by STOPPP's NPDES permit as conditionally exempted should not be identifies as a NSW violation.

Enforcement Actions
 None No Action Taken
 VN Verbal Notice
 WN Warning Notice
 IN Informal Notice
 FN Formal Notice
 LA Legal Notice

ATTACHMENT C

ILLICIT DISCHARGE SUMMARY REPORT FORM

AND

ILLICIT DISCHARGE SOURCE IDENTIFICATION FORM



San Mateo Countywide
Stormwater Pollution
Prevention Program

Illicit Discharge
Source Identification Form

Date: 10/19/09 _____

Municipality: SAN CARLOS _____

Agency: _____

Inspector(s): DICK HENDRICKS _____

I. Source of Discharge

1. Describe reason for conducting the investigation.
☐ Conducting regularly scheduled field screening.
☐ Responding to report from the public, staff, another agency, etc.
2. Describe location of source of discharge (address, cross streets, physical features, etc.) REPORT OF DIRT DUE TO _____
CONSTRUCTION SITE RUNNING INTO STORM DRAIN. _____
☐ Business ☐ Resident ☐ Other _____
3. Name of Contact: NA _____
4. Phone: NA _____

II. Discharge Summary

1. Illegal Dumping
☐ Illicit Connection
☐ Poor Management Practices
☐ Describe cause of discharge further, if appropriate. PROPERTY OWNER NEEDED TO CONTAIN DIRT ON HIS _____
PROPERTY. _____
2. Describe frequency of discharge.
☐ Continuous Discharge
☐ Intermittent Discharge
☐ One time incident
3. Volume, if quantifiable: _____
4. Describe material discharged.

<input type="checkbox"/> Sewage	<input type="checkbox"/> Construction Debris	<input type="checkbox"/> Vehicle Cleaning Washwaters
<input type="checkbox"/> Used Motor Oil	<input type="checkbox"/> Wall Compound	<input type="checkbox"/> Building/Sidewalk Washwaters
<input type="checkbox"/> Antifreeze	<input type="checkbox"/> Food Wastes	<input type="checkbox"/> Other Washwaters
<input type="checkbox"/> Fuels	<input type="checkbox"/> Yard Wastes	<input type="checkbox"/> Industrial Wastes (solvents, metals, corrosive, cooling tower blowdown, etc.)
<input type="checkbox"/> Paint	<input type="checkbox"/> Medical Wastes	<input type="checkbox"/> Other (describe): _____
<input type="checkbox"/> Concrete	<input type="checkbox"/> Concrete Cutting Slurry/Washwaters	

III. Follow-up Activities

1. Describe action to be taken by discharger.
☐ Discharge has been stopped.
☐ Discharge cannot be stopped immediately. Describe corrective actions that will be taken by the discharger.
PROPERTY OWNER INSTALLED WATTELS TO ADDRESS DIRT FLOWING INTO PUBLIC RIGHT OF WAY AND _____
INTO STORM SEWER. _____
2. Describe informational, educational, or BMP information distributed. INSPECTOR ADDRESSED MATTER DIRECTLY _____
WITH PROPERTY OWNER AND PROBLEM HAS BEEN ADDRESSED. _____
3. Describe enforcement action.
☐ None ☐ Formal Violation
☐ Warning Notice ☐ Legal Action
☐ Informal Violation (including verbal notice)
4. Comments (did discharge reach water of state, e.g. a creek or bay?): _____



Illicit Discharge Source Identification Form

Date: 11/18/09

Municipality: CITY OF SAN CARLOS

Agency: SAME

Inspector(s): MIKE DILLON

I. Source of Discharge

1. Describe reason for conducting the investigation.
☐ Conducting regularly scheduled field screening.
☐ Responding to report from the public, staff, another agency, etc.
2. Describe location of source of discharge (address, cross streets, physical features, etc.)
PEP BOYS AT 1087 OLD COUNTY ROAD
☐ Business ☐ Resident ☐ Other
3. Name of Contact:
4. Phone:

II. Discharge Summary

1. Illegal Dumping
☐ Illicit Connection
☐ Poor Management Practices
☐ Describe cause of discharge further, if appropriate. NO VIOLATIONS NOTED AT TIME OF INSPECTION.
2. Describe frequency of discharge.
☐ Continuous Discharge
☐ Intermittent Discharge
☐ One time incident
3. Volume, if quantifiable: NONE.
4. Describe material discharged.

<input type="checkbox"/> Sewage	<input type="checkbox"/> Construction Debris	<input type="checkbox"/> Vehicle Cleaning Washwaters
<input type="checkbox"/> Used Motor Oil	<input type="checkbox"/> Wall Compound	<input type="checkbox"/> Building/Sidewalk Washwaters
<input type="checkbox"/> Antifreeze	<input type="checkbox"/> Food Wastes	<input type="checkbox"/> Other Washwaters
<input type="checkbox"/> Fuels	<input type="checkbox"/> Yard Wastes	<input type="checkbox"/> Industrial Wastes (solvents, metals, corrosive, cooling tower blowdown, etc.)
<input type="checkbox"/> Paint	<input type="checkbox"/> Sediment and/or silt	<input type="checkbox"/> Other (describe):
<input type="checkbox"/> Concrete	<input type="checkbox"/> Concrete Cutting Slurry/Washwaters	

III. Follow-up Activities

1. Describe action to be taken by discharger.
☐ Discharge has been stopped.
☐ Discharge cannot be stopped immediately. Describe corrective actions that will be taken by the discharger.
NO ACTION REQUIRED.
2. Describe informational, educational, or BMP information distributed.
3. Describe enforcement action.
☐ None
☐ Warning Notice
☐ Informal Violation (including verbal notice)
☐ Formal Violation
☐ Legal Action
4. Comments (did discharge reach water of state, e.g. a creek or bay?): NA.



Illicit Discharge Source Identification Form

Date: 11/18/09 _____

Municipality: CITY OF SAN CARLOS _____

Agency: SAME _____

Inspector(s): CHRIS VALLEY _____

I. Source of Discharge

1. Describe reason for conducting the investigation.
☐ Conducting regularly scheduled field screening.
☐ Responding to report from the public, staff, another agency, etc.
2. Describe location of source of discharge (address, cross streets, physical features, etc.) _____
1866 CARMELITA DRIVE (RESIDENT) _____
☐ Business ☐ Resident ☐ Other _____
3. Name of Contact: SEAN PETERS _____
4. Phone: NA _____

II. Discharge Summary

1. Illegal Dumping
☐ Illicit Connection
☐ Poor Management Practices
☐ Describe cause of discharge further, if appropriate. REPORT OF CONSTRUCTION ACTIVITY IN CREEK AREA.

2. Describe frequency of discharge.
☐ Continuous Discharge
☐ Intermittent Discharge
☐ One time incident
3. Volume, if quantifiable: _____
4. Describe material discharged.

<input type="checkbox"/> Sewage	<input type="checkbox"/> Construction Debris	<input type="checkbox"/> Vehicle Cleaning Washwaters
<input type="checkbox"/> Used Motor Oil	<input type="checkbox"/> Wall Compound	<input type="checkbox"/> Building/Sidewalk Washwaters
<input type="checkbox"/> Antifreeze	<input type="checkbox"/> Food Wastes	<input type="checkbox"/> Other Washwaters
<input type="checkbox"/> Fuels	<input type="checkbox"/> Yard Wastes	<input type="checkbox"/> Industrial Wastes (solvents, metals, corrosive, cooling tower blowdown, etc.)
<input type="checkbox"/> Paint	<input type="checkbox"/> Sediment and/or silt	<input type="checkbox"/> Other (describe): _____
<input type="checkbox"/> Concrete	<input type="checkbox"/> Concrete Cutting Slurry/Washwaters	

III. Follow-up Activities

1. Describe action to be taken by discharger.
☐ Discharge has been stopped.
☐ Discharge cannot be stopped immediately. Describe corrective actions that will be taken by the discharger.

2. Describe informational, educational, or BMP information distributed. SENT EMAIL TO MR. PETERS EXPLAINING _____
CONSTRUCTION IN CREEK RIPARIAN AREA IS NOT ALLOWED. INFORMAL VIOLATION. _____
3. Describe enforcement action.
☐ None ☐ Formal Violation
☐ Warning Notice ☐ Legal Action
☐ Informal Violation (including verbal notice)
4. Comments (did discharge reach water of state, e.g. a creek or bay?): _____



Illicit Discharge Source Identification Form

Date: 11/18/09

Municipality: CITY OF SAN CARLOS

Agency: SAME

Inspector(s): MIKE DILLON

I. Source of Discharge

1. Describe reason for conducting the investigation.
☐ Conducting regularly scheduled field screening.
☐ Responding to report from the public, staff, another agency, etc.
2. Describe location of source of discharge (address, cross streets, physical features, etc.)
DISCOUNT PLUMBING SUPPLIES AT 1091 INDUSTRIAL ROAD
☐ Business ☐ Resident ☐ Other
3. Name of Contact:
4. Phone:

II. Discharge Summary

1. Illegal Dumping
☐ Illicit Connection
☐ Poor Management Practices
☐ Describe cause of discharge further, if appropriate. NO ILLEGAL DUMPING NOTED AT TIME OF INSPECTION.
2. Describe frequency of discharge.
☐ Continuous Discharge
☐ Intermittent Discharge
☐ One time incident
3. Volume, if quantifiable: NONE
4. Describe material discharged.

<input type="checkbox"/> Sewage	<input type="checkbox"/> Construction Debris	<input type="checkbox"/> Vehicle Cleaning Washwaters
<input type="checkbox"/> Used Motor Oil	<input type="checkbox"/> Wall Compound	<input type="checkbox"/> Building/Sidewalk Washwaters
<input type="checkbox"/> Antifreeze	<input type="checkbox"/> Food Wastes	<input type="checkbox"/> Other Washwaters
<input type="checkbox"/> Fuels	<input type="checkbox"/> Yard Wastes	<input type="checkbox"/> Industrial Wastes (solvents, metals, corrosive, cooling tower blowdown, etc.)
<input type="checkbox"/> Paint	<input type="checkbox"/> Sediment and/or silt	<input type="checkbox"/> Other (describe):
<input type="checkbox"/> Concrete	<input type="checkbox"/> Concrete Cutting Slurry/Washwaters	

III. Follow-up Activities

1. Describe action to be taken by discharger.
☐ Discharge has been stopped.
☐ Discharge cannot be stopped immediately. Describe corrective actions that will be taken by the discharger.
NO ACTION REQUIRED.
2. Describe informational, educational, or BMP information distributed.
3. Describe enforcement action.
☐ None
☐ Warning Notice
☐ Informal Violation (including verbal notice)
☐ Formal Violation
☐ Legal Action
4. Comments (did discharge reach water of state, e.g. a creek or bay?): NA.



San Mateo Countywide
Stormwater Pollution
Prevention Program

(Attachment B)

Illicit Discharge
Source Identification Form

Municipality: City of San Carlos - County of San Mateo

Date: 8-3-09

Agency: TACO BELL + SRC Pumping Co. SAC. 1-800-772-8727

Inspector(s): Chris Zamoni DPW ; Pat Ledesma County S.M. + BISC FIRE DEPT.

I. Source of Discharge

1. Describe reason for conducting the investigation.

☐ Conducting regularly scheduled field screening.

☒ Responding to report from the public, staff, another agency, etc.

2. Describe location of source of discharge (address, cross streets, physical features, etc.) 259 EL CAMINO Real

TACO BELL -

☒ Business

☐ Resident

☐ Other

3. Name of Contact: SRC Pumping 1-800-772-8727 + TACO BELL S.C.

4. Phone:

II. Discharge Summary

1. Illegal Dumping

☐ Illicit Connection

☒ Poor Management Practices

☐ Describe cause of discharge further, if appropriate. SRC Pumping cleaning grease inceptor wells some how discharged WASTE INTO STORM manhole within 4 feet of inceptor's manholes

2. Describe frequency of discharge.

☐ Continuous Discharge

☐ Intermittent Discharge

☒ One time incident

3. Volume, if quantifiable: UNKNOWN

4. Describe material discharged.

☐ Sewage

☐ Construction Debris

☐ Vehicle Cleaning Washwaters

☐ Used Motor Oil

☐ Wall Compound

☐ Building/Sidewalk Washwaters

☐ Antifreeze

☒ Food Wastes

☐ Other Washwaters

☐ Fuels

☐ Yard Wastes

☐ Industrial Wastes (solvents, metals, corrosive, cooling tower blowdown, etc.)

☐ Paint

☐ Medical Wastes

☐ Other (describe):

☐ Concrete

☐ Concrete Cutting Slurry/Washwaters

III. Follow-up Activities

1. Describe action to be taken by discharger.

☒ Discharge has been stopped. BUT NOT RECOVERED.

☐ Discharge cannot be stopped immediately. Describe corrective actions that will be taken by the discharger.

2. Describe informational, educational, or BMP information distributed. Pat Ledesma of County has been contacted and is lead person

3. Describe enforcement action.

☐ None

☐ Warning Notice

☐ Informal Violation (including verbal notice)

☐ Formal Violation

☐ Legal Action

4. Comments (did discharge reach water of state, e.g. a creek or bay?): Yes - storm culvert at rear of 390 Industrial Rd San Carlos.

Forward to ENVIRONMENTAL HEALTH SERVICES for follow up.

ATTACHMENT D

**OPERATION AND MAINTENANCE INFORMATION FOR STORMWATER
TREATMENT MEASURES**

(No Attachment)

ATTACHMENT E

**SUMMARY OF PRE-WET SEASON EROSION CONTROL INSPECTIONS FORM
AND
PRE-WET SEASON EROSION CONTROL INSPECTIONS CERTIFICATION LETTER**

CITY OF SAN CARLOS

CITY HALL

600 ELM STREET
SAN CARLOS, CA 94070-3085



PUBLIC WORKS DEPARTMENT

TELEPHONE (650) 802-4204
FAX (650) 595-6704
WEB: www.cityofsancarlos.org

January 19, 2010

Mr. Habte Kifle
Associate Engineer
Regional Water Quality Control Board
1515 Clay Street, Suite 1400
Oakland, CA 94612

Subject: Stormwater Pollution Prevention Program First Half 2010 Deliverables

Dear Mr. Kifle:

The letter serves to report that all active construction sites have been inspected prior the wet season that began on October 15, 2009.

The sites are listed on form Attachment E.

Sincerely,

Vinh Mai
Public Works Inspector
City of San Carlos

Attachment E

Summary of Pre-Wet Season Erosion Control Inspections Form

Municipality Name City of San Carlos

Directions: A copy of this completed form documenting your municipality's pre-wet season erosion control inspections should be included with your municipality's 2009 letter that certifies that each active construction site has been stabilized to minimize erosion and the discharge of sediment from disturbed areas prior to the FY 2009/10 wet season.

Project Name	Project Address	Project Type r=residential (units) c=commercial i=industrial g=governmental ¹	Does Project Have Coverage Under Statewide Construction General Permit?	Was Site Inspected by Municipal Staff? If so, provide inspection date(s)	Were Erosion and Sedimentation Control Measures Undertaken Acceptable? ²	Describe Corrections Made NN= none needed
	27 Madera Ave San Carlos, CA	r <input checked="" type="checkbox"/> (<u>1</u> units) c <input type="checkbox"/> i <input type="checkbox"/> g <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> Date <u>10/12/09</u> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	NN <input checked="" type="checkbox"/>
	239 Manor Ave San Carlos, Ca	r <input checked="" type="checkbox"/> (<u>1</u> units) c <input type="checkbox"/> i <input type="checkbox"/> g <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> Date <u>10/12/09</u> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	NN <input checked="" type="checkbox"/>
	837 Elm St San Carlos, CA	r <input checked="" type="checkbox"/> (<u>1</u> units) c <input type="checkbox"/> i <input type="checkbox"/> g <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> Date <u>10/12/09</u> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	NN <input checked="" type="checkbox"/>
	136 Northam Ave San Carlos, CA	r <input checked="" type="checkbox"/> (<u>1</u> units) c <input type="checkbox"/> i <input type="checkbox"/> g <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> date <u>10/12/09</u> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	NN <input checked="" type="checkbox"/>
	198 Hillcrest Rd San Carlos, CA	r <input checked="" type="checkbox"/> (<u> </u> units) c <input type="checkbox"/> i <input type="checkbox"/> g <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> date <u>10/12/09</u> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	NN <input checked="" type="checkbox"/>

¹ Select one or more of the code letters that are applicable to the project site

² If no inspection was done, provide explanation in the certification letter about how the acceptability of the erosion and sedimentation control measures was determined.

ATTACHMENT F

TABLE OF NEW DEVELOPMENT PROJECTS

(No Attachment)

CITY OF SAN CARLOS

CITY HALL

600 ELM STREET
SAN CARLOS, CA 94070-3085



**PUBLIC WORKS
DEPARTMENT**
ENGINEERING DIVISION
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WEB: <http://www.cityofsancarlos.org>

August 31, 2010

San Francisco Regional Water Quality Control Board
Attn: Sue Ma
1515 Clay Street, Suite 1400
Oakland, CA 94612

Subject: Fiscal Year 2009-2010 Annual Report for Municipal Regional Permit

Dear Ms. Ma,

Enclosure 1 is the Fiscal Year 2009-2010 report regarding compliance with the Municipal Regional Stormwater NPDES Permit for the City of San Carlos. This report covers the period from November 1, 2009 to June 30, 2010; the period from July 1, 2009 to October 30, 2009 was covered by previously submitted reports.

The City of San Carlos has made excellent progress complying with the high standards of the Municipal Regional Permit. The Public Works Director/City Engineer has been authorized in writing (Enclosure 2) to sign the annual report and has been given the authority to coordinate stormwater quality activities by all departments. Staff roles and responsibilities have been clearly assigned, and coordination with the County Environmental Health has been improved. An Enforcement Response Plan has been prepared and implemented. We have purchased the equipment and developed procedures to measure dissolved oxygen at our three stormwater pump stations. Mapping of the storm drain system in the City's Geographic Information System (GIS) has been upgraded and a layer has been added to the GIS to show the boundaries of watersheds. The City sponsored training on Construction Stormwater Inspection and three employees were certified as inspectors. A trash hot spot has been selected and the initial assessment has been completed. Staff participated in the vendor fair on May 4, 2010, and we are currently evaluating the optimum locations for trash capture devices, which will be installed with the grant funds available through the San Francisco Estuary Partnership.

We have not yet attained compliance with the more difficult permit provisions, but we have developed the following action plan:

Permit Section	Area of Non-Compliance	Action Plan
C.3.h.iv, Installed Stormwater Treatment Systems O&M Verification Inspection Program	Inspection program not yet established	Stormwater treatment inspection program to be implemented as part of the new computerized maintenance management system, which is now being implemented. Inspection fee to be established.
C.4.b.i., Business Inspection Plan	San Mateo County Environmental Health provides a list of businesses to be inspected, but the City has not prepared its own Business Inspection Plan.	Business Inspection Plan to be assigned to new Public Works Inspector upon hire; the position is currently vacant.

Permit Section	Area of Non-Compliance	Action Plan
C.5.3.iii, Collection System Screening Program	The Public Works maintenance division identifies and reports illicit discharges as part of its normal preventive maintenance program, but a formal program to screen the stormwater collection system for illicit discharges has not yet been established.	Stormwater collection screening program to be implemented as part of the new computerized maintenance management system, which is now being implemented.
C.6.e.iii.1.a, b, c, Construction Site Inspection	The Public Works engineering division conducts stormwater inspections, but has not implemented the SMCWPPP spreadsheet designed to track the number of inspections and the results.	Stormwater inspection tracking to be assigned to the new Public Works Inspector upon hire; position is currently vacant.

This report is certified in accordance with the below statement. The trash hot spot selection information that was submitted to the Regional Water Board by July 1, 2010 and San Carlos' decision to participate in a regional monitoring collaborative to implement the MRP's Provision C.8 is also covered by the below certification statement.

I certify under penalty of law that this document and all attachments are prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who managed the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. [40 CFR 122.22(d)].

If you have any questions, please contact me at rweil@cityofsancarlos.org or (650) 802-4202.

Sincerely,



Robert Weil, P.E.
Public Works Director/ City Engineer

Encl: 1) San Carlos FY 2009-2010 Annual MRP Report
2) Delegation of Signature Authority

Copy: Christina Hovland, EOA
Jeff Maltbie, Interim City Manager (w/o enclosures)
Ray Chan, Senior Engineer (w/o enclosures)
Gavin Moynahan, Assistant Planner (w/o enclosures)
Jill Lewis, Associate Planner (w/o enclosures)
Guy Wallace, Parks Superintendent (w/o enclosures)
Paul Baker, Public Works Superintendent (w/o enclosures)
Dermot Casey, San Mateo County Environmental Health (w/o enclosures)

CITY OF SAN CARLOS



CITY COUNCIL

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August 3, 2010

Mr. Bruce Wolfe
Executive Officer
San Francisco Bay Regional Water Quality Control Board
1410 Clay Street, Suite 1400
Oakland, CA 94612

Subject: notification of Duly Authorized Representative for City of San Carlos

Dear Mr. Wolfe:

This is to document the person or position and alternate(s) that I am authorizing to represent the City for signing and certifying municipal regional stormwater NPDES-permit required reports for submittal to the San Francisco Bay Regional Water Quality Control Board (Regional Water Board) and signing and certifying responses to other information requests from the Regional Water Board.

The following position (any person who occupies this named position) is duly authorized by me to sign and certify stormwater required reports for submittal to the Regional Water Board or authorize the City/County Association of Governments (C/CAG) of San Mateo County to sign and certify countywide/regional reports and studies prepared on behalf of the City.

- The position of Public Works Director / City Engineer, currently filled by Robert Weil, P.E.
- The position of Senior Engineer, currently filled by Ray Chan, P.E.

As described above, the person or position and alternate(s) listed above are also authorized to direct C/CAG's Executive Director or San Mateo Countywide Water Pollution Prevention Program's Stormwater Coordinator to sign and certify reports prepared by the San Mateo Countywide Water Pollution Prevention Program (Countywide Program) or Bay Area Stormwater Management Agencies Association (BASMAA) on behalf of the City. This authorization for the submittal of countywide and BASMAA reports will typically occur by an affirmative vote of my duly authorized representative or alternate at the Countywide Program's Stormwater Technical Advisory Committee meetings, but the authorization may also be obtained through email, telephone, face to face contact, or other method of communication.

This notification will remain in effect until it is changed by me or my successor.

Sincerely,

Mark Weiss
City Manager

Cc: Robert Weil, Public Works Director / City Engineer
Ray Chan, Senior Engineer
Matt Fabrey, San Mateo County Stormwater Pollution Program Coordinator

FY 2009-2010 Annual Report
Permittee Name: City of San Carlos

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Section 1 – Permittee Information

Background Information				
Permittee Name:	City of San Carlos			
Population:	29,155			
NPDES Permit No.:	CAS612008			
Order Number:	R2-2009-0074			
Reporting Time Period (month/year):	November 1, 2009 through June 30, 2010			
Name of the Responsible Authority:	Mark Weiss		Title:	City Manager
Mailing Address:	600 Elm Street			
City:	San Carlos	Zip Code:	94070	County: San Mateo
Telephone Number:	650-802-4228		Fax Number:	650-595-6729
E-mail Address:	Mweiss@cityofsancarlos.org			
Name of the Designated Stormwater Management Program Contact (if different from above):	Robert Weil		Title:	Public Works Director/ City Engineer
Department:	Public Works			
Mailing Address:	600 Elm Street			
City:	San Carlos	Zip Code:	94070	County: San Mateo
Telephone Number:	650-802-4202		Fax Number:	650-595-6704
E-mail Address:	Rweil@cityofsancarlos.org			

Section 2 - Provision C.2 Reporting Municipal Operations

Program Highlights and Evaluation

Highlight/summarize activities for reporting year:

Summary:

Municipal operations that were required under the previous permit have been continued as before, and new operations required by the MRP have been added.

C.2.a. ► Street and Road Repair and Maintenance

Place an **X** in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type **NA** in the box. If one or more of these BMPs were not adequately implemented during the reporting fiscal year then indicate so and provide explanation in the comments section below:

<input checked="" type="checkbox"/>	Control of debris and waste materials during road and parking lot installation, repaving or repair maintenance activities from polluting stormwater
<input checked="" type="checkbox"/>	Control of concrete slurry and wastewater, asphalt, pavement cutting, and other street and road maintenance materials and wastewater from discharging to storm drains from work sites.
<input checked="" type="checkbox"/>	Sweeping and/or vacuuming and other dry methods to remove debris, concrete, or sediment residues from work sites upon completion of work.

Comments:

C.2.b. ► Sidewalk/Plaza Maintenance and Pavement Washing

Place an **X** in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type **NA** in the box. If one or more of these BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:

<input checked="" type="checkbox"/>	Control of wash water from pavement washing, mobile cleaning, pressure wash operations at parking lots, garages, trash areas, gas station fueling areas, and sidewalk and plaza cleaning activities from polluting stormwater
<input checked="" type="checkbox"/>	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs

Comments:

C.2.c. ► Bridge and Structure Maintenance and Graffiti Removal

Place an **X** in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type **NA** in the box. If one or more of these BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:

NA	Control of discharges from bridge and structural maintenance activities directly over water or into storm drains
X	Control of discharges from graffiti removal activities
NA	Proper disposal for wastes generated from bridge and structure maintenance and graffiti removal activities
X	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs for graffiti removal

Comments:

C.2.d. ► Stormwater Pump Stations

Does your municipality own stormwater pump stations: ☒ **x** **Yes** ☐ **No**

If your answer is **No** then skip to **C.2.e.**

(For FY 10-11 Annual Report only) Complete the following table for dry weather DO monitoring and inspection data for pump stations¹ (add more rows for additional pump stations):

Pump Station Name and Location	First inspection Dry Weather DO Data		Second inspection Dry Weather DO Data	
	Date	mg/L	Date	mg/L
Pulgas Not required for this annual report				
Brittan/ Howard Not required for this annual report				

(For FY 10-11 Annual Report only) Summarize corrective actions as needed for DO monitoring at or below 3 mg/L. Attach inspection records of additional DO monitoring for corrective actions:

Summary:

¹ Pump stations that pump stormwater into stormwater collection systems or infiltrate into a dry creek immediately downstream are exempt from DO monitoring.

FY 2009-2010 Annual Report
Permittee Name: City of San Carlos

C.2 – Municipal Operations

Attachments:						
<i>(For FY 10-11 Annual Report only)</i> Complete the following table for wet weather inspection data for pump stations (add more rows for additional pump stations):						
Pump Station Name and Location	Date (2x/year required)	Presence of Trash (Cubic Yards)	Presence of Odor (Yes or No)	Presence of Color (Yes or No)	Presence of Turbidity (Yes or No)	Presence of Floating Hydrocarbons (Yes or No)
Pulgas Not required for this annual report						
Brittan/Howard Not required for this annual report						

C.2.e. ► Rural Public Works Construction and Maintenance			
Does your municipality own/maintain rural ² roads:		<input type="checkbox"/>	Yes
		<input checked="" type="checkbox"/>	No
If your answer is No then skip to C.2.f.			
Place an X in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type NA in the box. If one or more of the BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:			
<input type="checkbox"/>	Control of road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas		
<input type="checkbox"/>	Identification and prioritization of rural road maintenance based on soil erosion potential, slope steepness, and stream habitat resources		
<input type="checkbox"/>	No impact to creek functions including migratory fish passage during construction of roads and culverts		
<input type="checkbox"/>	Inspection of rural roads for structural integrity and prevention of impact on water quality		
<input type="checkbox"/>	Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and excessive erosion		
<input type="checkbox"/>	Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate		
<input type="checkbox"/>	Inclusion of measures to reduce erosion, provide fish passage, and maintain natural stream geomorphology when replacing culverts or design of new culverts or bridge crossings		
Comments including listing increased maintenance in priority areas:			

² Rural means any watershed or portion thereof that is developed with large lot home-sites, such as one acre or larger, or with primarily agricultural, grazing or open space uses.

C.2.f. ► Corporation Yard BMP Implementation			
Place an X in the boxes below that apply to your corporation yard(s):			
<input type="checkbox"/>	We do not have a corporation yard		
<input checked="" type="checkbox"/>	Our corporation yard is a filed NOI facility and regulated by the California State Industrial Stormwater NPDES General Permit		
<input checked="" type="checkbox"/>	We certify that we have a current Stormwater Pollution Prevention Plan (SWPPP) for the Corporation Yard(s)		
Place an X in the boxes below next to implemented SWPPP BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type NA in the box. If one or more of the BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:			
<input checked="" type="checkbox"/>	Control of pollutant discharges to storm drains such as wash waters from cleaning vehicles and equipment		
<input checked="" type="checkbox"/>	Routine inspection prior to the rainy seasons of corporation yard(s) to ensure non-stormwater discharges have not entered the storm drain system		
<input checked="" type="checkbox"/>	Containment of all vehicle and equipment wash areas through plumbing to sanitary or another collection method		
<input checked="" type="checkbox"/>	Use of dry cleanup methods when cleaning debris and spills from corporation yard(s) or collection of all wash water and disposing of wash water to sanitary or other location where it does not impact surface or groundwater when wet cleanup methods are used		
<input checked="" type="checkbox"/>	Cover and/or berm outdoor storage areas containing waste pollutants		
Comments:			
If you have a corporation yard(s) that is not an NOI facility, complete the following table for inspection results for your corporation yard(s) or attach a summary including the following information:			
Corporation Yard Name	Inspection Date (1x/year required)	Inspection Findings/Results	Follow-up Actions

Section 3 - Provision C.3 Reporting New Development and Redevelopment

**C.3.a. ► New Development and Redevelopment Performance
Standard Implementation Summary Report**

(For FY 10-11 Annual Report only) Provide a brief summary of the methods of implementation of Provisions C.3.a.i.(1)-(8).

Summary:

Not required for this Annual Report.

C.3.b. ► Green Streets Status Report

(All projects to be completed by December 1, 2014)

On an annual basis (if applicable), report on the status of any pilot green street projects within your jurisdiction. For each completed project, report the capital costs, operation and maintenance costs, legal and procedural arrangements in place to address operation and maintenance and its associated costs, and the sustainable landscape measures incorporated in the project including, if relevant, the score from the Bay-Friendly Landscape Scorecard.

Summary:

Not applicable. No pilot green street projects are planned within this jurisdiction.

C.3.b.v.(1) ► Regulated Projects Reporting Table

Fill in attached table **C.3.b.v.(1)** or attach your own table including the same information

**C.3.h.iv. ► Installed Stormwater Treatment Systems Operation
and Maintenance Verification Inspection Program Reporting**

(1) Fill in attached table **C.3.h.iv.(1)** or attach your own table including the same information

(2) On an annual basis, provide a discussion of the inspection findings for the year and any common problems encountered with various types of treatment systems and/or HM controls. This discussion should include a general comparison to the inspection findings from the previous year.

Summary:

The stormwater treatment systems design were reviewed by the municipal staff during permit application stage and must meet the requirements set forth by the regulations. During construction, municipal staff inspected the approved system for compliance. So far, there have not been any problem encountered.

<p>(3) On an annual basis, provide a discussion of the effectiveness of the O&M Program and any proposed changes to improve the O&M Program (e.g., changes in prioritization plan or frequency of O&M inspections, other changes to improve effectiveness program).</p>
--

Summary:

Municipal staff plans to attend a 'training the trainers' workshop that the Countywide Program is planning in FY 2010/11, to prepare key municipal staff to update their municipal O&M programs and train other staff members on O&M verification requirements.

C.3.b.v.(1) ► Regulated Projects Reporting Table (part 1) – Projects Approved During the Fiscal Year Reporting Period

Project Name Project No.	Project Location ³ , Street Address	Name of Developer	Project Phase No. ⁴	Project Type & Description ⁵	Project Watershed ⁶	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New and/or Replaced Impervious Surface Area ⁷ (ft²)	Total Pre-Project Impervious Surface Area ⁸ (ft²)	Total Post-Project Impervious Surface Area ⁹ (ft²)
Private Projects										
NO REGULATED PROJECTS WERE APPROVED DURING THE MRP REPORTING PERIOD (DECEMBER 1, 2009, THROUGH JUNE 30, 2010)										
Public Projects										

³ Include cross streets
⁴ If a project is being constructed in phases, use a separate row entry for each phase.
⁵ Project Type is the type of development (i.e., new and/or redevelopment). Example descriptions of development are: 5-story office building, residential with 160 single-family homes with five 4-story buildings to contain 200 condominiums, 100 unit 2-story shopping mall, mixed use retail and residential development (apartments), industrial warehouse.
⁶ State the watershed(s) that the Regulated Project drains to. Optional but recommended: Also state the downstream watershed(s).
⁷ State both the total new impervious surface area and the total replaced impervious surface area, as applicable.
⁸ For redevelopment projects, state the pre-project impervious surface area.
⁹ For redevelopment projects, state the post-project impervious surface area.

C.3.b.v.(1) ► Regulated Projects Reporting Table (part 2) – Projects Approved During the Fiscal Year Reporting Period

Project Name Project No.	Status of Project ¹⁰	Source Control Measures ¹¹	Site Design Measures ¹²	Treatment Systems Approved ¹³	Operation & Maintenance Responsibility Mechanism ¹⁴	Hydraulic Sizing Criteria ¹⁵	Alternative Compliance Measures ^{16/17}	Alternative Certification ¹⁸	HM Controls ^{19/20}
Private Projects									
NO REGULATED PROJECTS WERE APPROVED DURING THE MRP REPORTING PERIOD (DECEMBER 1, 2009, THROUGH JUNE 30, 2010)									
Public Projects									

Note: The Regulated Projects Reporting Table includes information on projects approved during the MRP reporting period of December 1, 2009, through June 30, 2010. SMCWPPP submitted a semi-annual report that includes information on projects that were in the review or construction process during the period of July 1 through November 30, 2009.

¹⁰ For private projects, state project application submittal date; application deemed complete date; and, final discretionary approval date. For public projects, state plans and specifications approval date.

¹¹ List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.

¹² List site design measures approved for the project. Examples include: minimize impervious surfaces; conserve natural areas, including existing trees or other vegetation, and soils; construct sidewalks, walkways, and/or patios with permeable surfaces, etc.

¹³ List all approved stormwater treatment system(s) to be installed onsite or at a joint stormwater treatment facility (e.g., flow through planter, bioretention facility, infiltration basin, etc.).

¹⁴ List the legal mechanism(s) (e.g., O&M agreement with private landowner; O&M agreement with homeowners’ association; O&M by public entity, etc…) that have been or will be used to assign responsibility for the maintenance of the post-construction stormwater treatment systems.

¹⁵ See Provision C.3.d. “Numeric Sizing Criteria for Stormwater Treatment Systems” for list of hydraulic sizing design criteria (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3)

¹⁶ For Alternative Compliance at an offsite location in accordance with Provision C.3.e.i.(1), on a separate page, give a discussion of the alternative compliance site including the information specified in Provision C.3.b.v.(1)(m)(i) for the offsite project.

¹⁷ For Alternative Compliance by paying in-lieu fees in accordance with Provision C.3.e.i.(2), on a separate page, provide the information specified in Provision C.3.b.v.(1)(m)(ii) for the Regional Project.

¹⁸ Note whether a third party was used to certify the project design complies with Provision C.3.d.

¹⁹ If HM control is not required, state why not.

²⁰ If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

C.3.h.iv. ► Installed Stormwater Treatment Systems Operation and Maintenance Verification Inspection Program Reporting

Fill in table below or attach your own table including the same information.							
Facility/Site Inspected and Location	Party Responsible ²¹ For Maintenance	Date of Inspection	Type of Inspection ²²	Type of Treatment/HM Control(s) Inspected ²³	Inspection Findings or Results ²⁴	Enforcement Action Taken ²⁵	Comments

The City of San Carlos does not currently have an inspection program to verify installed stormwater treatment system operations and maintenance. We are currently implementing a computerized maintenance management system, and will include this task in the work plans developed by that system.

²¹ State the responsible operator for installed stormwater treatment systems and HM controls.
²² State the type of inspection (e.g., annual, follow-up, spot, etc.).
²³ State the type(s) of treatment systems inspected (e.g., bioretention facility, flow-through planter, infiltration basin, etc...) and the type(s) of HM controls inspected, and indicate whether the treatment system is an onsite, joint, or offsite system.
²⁴ State the inspection findings or results (e.g., proper installation, improper installation, proper O&M, immediate maintenance needed, etc.).
²⁵ State the enforcement action(s) taken, if any, as appropriate and consistent with your municipality's Enforcement Response Plan.

Section 4 – Provision C.4 Industrial and Commercial Site Controls

C.4.a.ii ► Legal Authority

(For FY 09-10 Annual Report only) Do you have adequate legal authority to obtain effective stormwater pollutant control on industrial sites?

☒

Yes

☐ No

If **No**, explain:

C.4.c.ii.(5) ► Enforcement Response Plan

(For FY 09-10 Annual Report only) Have you developed and implemented an Enforcement Response Plan by April 1, 2010?

☒

Yes

☐ No

If **No**, explain:

Program Highlights

Provide background information, highlights, trends, etc. For FY 09-10 Annual Report describe steps taken to revise your program to meet new data tracking and reporting requirements.

San Carlos contracts with San Mateo County Environmental Health to perform stormwater quality inspection concurrent with food and hazardous material inspections.

C.4.b.i. ► Business Inspection Plan

(For FY 09-10 Annual Report only) Do you have a Business Inspection Plan?

☐

Yes

☒

No

San Mateo County Environmental Health provides a list of businesses to be inspected, but the City has not prepared its own Business Inspection Plan. Business Inspection Plan to be assigned to new Public Works Inspector upon hire; the position is currently vacant.

C.4.b.iii.(1) ► Potential Facilities List

List below or attach your list of industrial and commercial facilities in your Inspection Plan to inspect that could reasonably be considered to cause or contribute to pollution of stormwater runoff.

See Attached

C.4.b.iii.(2) ► Facilities Scheduled for Inspection

List below or attach your list of facilities scheduled for inspection during the current fiscal year.

See Attached

C.4.c.iii.(1) ► Facility Inspections

Fill out the following table or attach a summary of the following information.

	Number	Percent
Number of businesses inspected (if known)	126	
Total number of inspections conducted	131	
Violations issued (excluding verbal warnings)	0	
Sites inspected in violation	0	
Violations ¹ resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner	NA	NA

¹ Total number of violations equals the number of initial enforcement actions (i.e. one violation issued for several problems during an inspection at a site). It does not equal the total number of enforcement actions because one violation issued at a site may have a second enforcement action for the same violation at the next inspection if it is not corrected.

C.4.c.iii.(2) ► Frequency and Types/Categories of Violations Observed

Fill out the following table or attach a summary of the following information.

Type/Category of Violations Observed	Number of Violations
Actual discharge (e.g. non-stormwater discharge)	0
Potential discharge (e.g. BMPs not in place or ineffective)	15

C.4.c.iii.(2) ► Frequency and Type of Enforcement Conducted

Fill out the following table or attach a summary of the following information.

	Enforcement Action (as listed in ERP) ¹	Number of Enforcement Actions Taken	% of Enforcement Actions Taken ²
Level 1	0	0	NA
Level 2	0	0	NA
Level 3	0	0	NA
Level 4	0	0	NA
Total			

Notes:

¹Agencies to list specific enforcement actions as defined in their ERPs.

²Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

C.4.c.iii.(3) ► Types of Violations Noted by Business Category

Fill out the following table or attach a summary of the following information.

Business Category ¹	Actual Discharge Violations	Potential Discharge Violations
Food	0	6
Hazmat	0	9

Notes:

¹ List your Program's standard business categories.

C.4.c.iii.(4) ► Non-Filers

List below or attach a list of the facilities required to have coverage under the Industrial General Permit but have not filed for coverage:

N one.

C.4.d.iii ► Staff Training Summary				
Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance

Section 5 – Provision C.5 Illicit Discharge Detection and Elimination

C.5.a.ii ► Legal Authority

(For FY 09-10 Annual Report only) Do you have adequate legal authority to prohibit and control illicit discharges and escalate stricter enforcement to achieve expedient compliance?

☒

Yes

☐ **No**

If **No**, explain:

C.5.b.ii.(4) ► Enforcement Response Plan

(For FY 09-10 Annual Report only) Have you developed and implemented an Enforcement Response Plan by April 1, 2010?

☒

Yes

☐ **No**

If **No**, explain:

Program Highlights

Provide background information, highlights, trends, etc. For FY 09-10 Annual Report describe steps taken to revise your program to meet new data tracking and reporting requirements.

Updated GIS with a connected network of stormdrains and surface flow arrows. Added watershed layer to GIS. Maps are publicly available from the Public Works counter.

C.5.c.iii ► Complaint and Spill Response Phone Number and Spill Contact List

List below or attach your complaint and spill response phone number and spill contact list.

Contact	Description	Phone Number
Paul Baker	Public Works Superintendent	(650) 802-4140
Ray Chan, P.E.	Senior Engineer	(650)802-4204
Robert Weil, P.E.	Public Works Director/ City Engineer	(650)802-4204

C.5.d.iii ► Evaluation of Mobile Business Program

Describe implementation of minimum standards and BMPs for mobile businesses and your enforcement strategy. This may include participation in the BASMAA Mobile Surface Cleaners regional program or local activities.

Description:

San Carlos currently addresses mobile business in response to complaints or reports of illicit discharges. San Mateo County Environmental Health has initiated outreach to mobile food facilities. San Carlos ensures that all mobile surface cleaners hired by the City are BASMAA-certified.

C.5.e.iii ► Evaluation of Collection System Screening Program

Provide a summary or attach a summary of your collection screening program, a summary of problems found during collection system screening and any changes to the screening program this FY.

Description:

The Public Works maintenance division identifies and reports illicit discharges as part of its normal preventive maintenance activities. In FY 09-10, a new computerized maintenance management system was purchased and is currently being implemented. Formal screening of the stormwater collection system will be implemented in FY 10-11.

C.5.f.iii.(1), (2), (3) ► Spill and Discharge Complaint Tracking

Spill and Discharge Complaint Tracking (fill out the following table or include an attachment of the following information)

	Number	Percentage
Discharges reported (C.5.f.iii.(1))	0	
Discharges reaching storm drains and/or receiving waters (C.5.f.iii.(2))	0	
Discharges resolved in a timely manner (C.5.f.iii.(3))	NA	

C.5.f.iii.(4) ► Summary of major types of discharges and complaints

Provide a narrative or attach a table and/or graph.

Not applicable

Section 6 – Provision C.6 Construction Site Controls

C.6.a.iii ► Legal Authority

(For FY 09-10 Annual Report only) Is your agency's legal authority adequate for C.6 compliance?

☒ Yes ☐ No

If **No**, explain:

C.6.b.ii.(3) ► Enforcement Response Plan

(For FY 09-10 Annual Report only) Was your Enforcement Response Plan developed and implemented by April 1, 2010?

☒ Yes ☐ No

If **No**, explain:

C.6.e.iii.1.a, b, c ► Site/Inspection Totals

Number of sites disturbing < 1 acre of soil requiring storm water runoff quality inspection (i.e. High Priority) (C.6.e.iii.1.a)	Number of sites disturbing ≥ 1 acre of soil (C.6.e.iii.1.b)	Total number of storm water runoff quality inspections conducted (C.6.e.iii.1.c)
Unknown	Unknown	Unknown

C.6.e.iii.1.d ► Construction Activities Storm Water Violations

BMP Category	Number of Violations ¹	% of Total Violations ²
Erosion Control	0	
Run-on and Run-off Control	0	
Sediment Control	0	
Active Treatment Systems	0	
Good Site Management	0	
Non Stormwater Management	0	
Total		NA

Notes:

¹Count one violation in a category for each site and inspection regardless of how many violations/problems occurred in the BMP category.

²Percentage calculated as number of violations in each category divided by total number of violations in all six categories.

C.6.e.iii.1.e ► Construction related storm water enforcement actions			
	Enforcement Action (as listed in ERP) ¹	Number Enforcement Actions Taken	% Enforcement Actions Taken ²
Level 1	Verbal Warning/ Written Warning/ Notice of Violation	0	
Level 2	Notice to Comply	0	
Level 3	Legal Action	0	
Level 4			
Total			100%

Notes:

¹Agencies should list the specific enforcement actions as defined in their ERPs.

²Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

C.6.e.iii.1.f, g ► Illicit Discharges	
	Number
Number of illicit discharges, actual and those inferred through evidence (C.6.e.iii.1.f)	0
Number of sites with discharges, actual and those inferred through evidence (C.6.e.iii.1.g)	0

C.6.e.iii.1.h, i ► Violation Correction Times

	Number	Percent
Violations fully corrected within 10 business days after violations are discovered or otherwise considered corrected in a timely period (C.6.e.iii.1.h)	0	NA
Violations not fully corrected within 30 days after violations are discovered (C.6.e.iii.1.i)	0	NA
Total number of violations for the reporting year¹	0	NA

Notes:

¹Total number of violations equals the number of initial enforcement actions (i.e. one violation issued for several problems during an inspection at a site). It does not equal the total number of enforcement actions because one violation issued at a site may have a second enforcement action for the same violation at the next inspection if it is not corrected.

²Calculated as number of violations fully corrected in a timely period after the violations are discovered divided by the total number of violations for the reporting year.

³Calculated as number of violations not fully corrected within 30 days after the violations are discovered divided by the total number of violations for the reporting year.

C.6.e.iii.(2) ► Evaluation of Inspection Data

Describe your evaluation of the tracking data and data summaries and provide information on the evaluation results (e.g., data trends, typical BMP performance issues, comparisons to previous years, etc.).

Description:

This is the first year of tracking data and, therefore, no comparison to previous years is provided.

C.6.e.iii.(2) ► Evaluation of Inspection Program Effectiveness

Describe what appear to be your program's strengths and weaknesses, and identify needed improvements, including education and outreach.

Description:

The Public Works Inspector position is currently vacant, and recruitment is scheduled to begin in September 2010. Stormwater inspections have been added to the list of essential duties and stormwater inspection certification has been added to the list of minimum qualifications. When the vacancy is filled, the program will be in a better position to track inspections and conduct enforcement.

C.6.f ► Staff Training Summary				
Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
Certified Stormwater Inspection Training	5/25/10-5/26/10	Stormwater Inspection	3	100%

Section 7 – Provision C.7. Public Information and Outreach

C.7.b.ii.1 ► Advertising Campaign

Summarize advertising efforts. Include details such as messages, creative developed, and outreach media used. The detailed advertising report may be included as an attachment. If advertising is being done by participation in a countywide or regional program, refer to the separate countywide or regional Annual Report.

Summary:

The following report developed by BASMAA is included within the C.7 Public Information and Outreach section of the Countywide Program's Annual Report:

- FY 09-10 Regional Outreach Strategic Plan – summarizes regional advertising efforts.

C.7.b.iii.1 ► Pre-Campaign Survey

(For the FY 10-11 Annual Report only) Summarize survey information such as sample size, type of survey (telephone survey, interviews etc.). Attach a survey report that includes the following information. If survey was done regionally, refer to a regional submittal that contains the following information:

- Summary of how the survey was implemented.
- Analysis of the survey results.
- Discussion of the outreach strategies based on the survey results.
- Discussion of planned or future advertising campaigns to influence awareness and behavior changes regarding trash/litter and pesticides.

Place an **X** in the appropriate box below:

<input type="checkbox"/>	Survey report attached
<input type="checkbox"/>	Reference to regional submittal:

C.7.c ► Media Relations

Summarize the media relations effort. Include the following details for each media pitch in the space below, AND/OR refer to a regional report that includes these details:

- Topic and content of pitch
- Medium (TV, radio, print, online)
- Date of publication/broadcast

Summary: The following reports developed by SMCWPPP and BASMAA are included within the C.7 Public Information and Outreach section of the Countywide Program's Annual Report:

- FY 09-10 SMCWPPP Media Relations Report – summarizes countywide media relations efforts
- FY 09-10 BASMAA Regional Media Relations – summarizes regional media relations efforts.

C.7.d ► Stormwater Point of Contact

(For FY 09-10 Annual Report only, unless changes made) Provide details of website or phone number used as the point of contact. Report on how the point of contact is publicized and maintained. If any change occurs in this contact, report in a subsequent Annual Report.

Contact Summary:

Robert Weil, Public Works Director, is the point of contact for the City of San Carlos. This information may be found at the following web address:

<http://www.cityofsancarlos.org/publicworks/stormwater/default.asp>

AND

The Countywide Program's website, www.flowstobay.org and phone number (650) 372-6200 is another point of contact that is publicized on SMCWPPP outreach materials and maintained by the Countywide Program. Individual agency points of contact are publicized on the website, referred to when calling into the Countywide Program phone number, and publicized on some SMCWPPP outreach materials.

C.7.e ► Public Outreach Events

Describe general approach to event selection. Provide a list of outreach materials and giveaways distributed.

Use the following table for reporting and evaluating public outreach events

Event Details	Description (messages, audience)	Evaluation of Effectiveness
<p>The following outreach events were done on a countywide level by SMCWPPP and are included in the C.7 Public Information and Outreach section of the Countywide Program's FY 09-10 Annual Report:</p> <ul style="list-style-type: none"> • FY 09-10 Coordination of California Coastal Cleanup Day in San Mateo County, September 19, 2009. • FY 09-10 Home Show at the Cow Palace, March 26, 27, & 28, 2010. <p><u>ALSO</u></p> <p>The City of San Carlos had Environmental Health staff the Farmers' Market on August 20, 2009. The local Farmers' Market is held weekly on Thursdays from May through September.</p>	<p>Farmers' market. Serves the residents of San Carlos. Sponsored by the San Carlos Chamber of Commerce. Many families with toddlers or elementary-school age kids. Many couples and individuals without children between the ages of 40 to 70. Many people had heard of Coastal Cleanup Day and were interested in helping. Location list advertising cleanup locations and bookmarks were popular.</p>	<p>Reached 60 people within 4 hours – average 15 per hour. Based on previous year, hourly rate of people between 3 and 67 with an average of 40 people per hour, so this seems a bit on the low end.</p>

C.7.f. ► Watershed Stewardship Collaborative Efforts

Summarize watershed stewardship collaborative efforts and/or refer to a regional report that provides details. Describe the level of effort and support given (e.g., funding only, active participation etc.). State efforts undertaken and the results of these efforts. If this activity is done regionally refer to a regional report.

Evaluate effectiveness by describing the following:

- Efforts undertaken
- Major accomplishments

Summary:

The City of San Carlos participated in a watershed management meeting sponsored by the City of Redwood City on January 14, 2010 to discuss Redwood High School/Cordilleras Creek Flood Management.

During FY 09-10, SMCWPPP developed the online guide, Environmental Resource Guide of Groups and Organizations in San Mateo County with Watershed Stewardship Efforts to encourage public involvement in watershed volunteer efforts. Communication was established with each of the organizations in the guide in order to understand each of the group's needs and future collaboration possibilities. In addition, all of the organization's events throughout the year were posted on the Countywide Program's popular 'Community Events' page to publicize and encourage participation by county residents in local stewardship efforts.

San Carlos City Council adopted a resolution of support for the City/County Association of Government's Urban Greening Plan grant application, which would have developed a plan to maximize landscape-based stormwater treatment measures in a 900-acre area of San Carlos and Redwood City. Letters of support were received from numerous community groups and a website was established for the project.

C.7.g. ► Citizen Involvement Events

List the types of events conducted (e.g., creek clean up, storm drain inlet marking, native gardening etc.). Use the following table for reporting and evaluating citizen involvement events.

Event Details	Description	Evaluation of effectiveness
<p>As San Carlos is not situated along the coast, the City held its annual Creek Cleanup Day to coincide with the California Coastal Cleanup Day on September 19, 2009. Residents along the creeks within San Carlos were notified through a brochure mailing.</p> <p style="text-align: center;">AND</p> <p>The following report developed by SMCWPPP on the countywide citizen involvement event is included within the C.7 Public Information and Outreach section of the Countywide Program's FY 09-10 Annual Report:</p>	<p>Creek cleanup on Saturday, September 19, 2009. City Staff collected items on Monday, September 21, 2009.</p>	<p>Staff is unsure about trends regarding effectiveness due to significant Staff turnover.</p> <ul style="list-style-type: none"> • 12+ sites visited • 18.5 cubic yards of debris collected

<ul style="list-style-type: none"> • FY 09-10 Coordination of California Coastal Cleanup Day in San Mateo County, September 19, 2009. 		
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C.7.h. ► School-Age Children Outreach

Summarize school-age children outreach programs implemented. A detailed report may be included as an attachment.
 Use the following table for reporting school-age children outreach efforts.

Program Details	Focus & Short Description	Number of Students/Teachers reached	Evaluation of Effectiveness
<p>The following separate reports developed by SMCWPPP are included within the C.7 Public Information and Outreach section of the Countywide Program's FY 09-10 Annual Report:</p> <ul style="list-style-type: none"> • FY 09-10 ZunZun School Assembly Program • FY 09-10 The Watershed Project, Creek Champions In Class Presentations 			

Section 8 - Provision C.8 Water Quality Monitoring

C.8 ► Water Quality Monitoring

State below if information is reported in a separate regional report. Municipalities can also describe below any Water Quality Monitoring activities in which they participate directly, e.g. participation in RMP workgroups, fieldwork within their jurisdictions, etc.

Summary:

During FY 09-10, we contributed to SMCWPPP's Monitoring and Assessment Program in coordination with BASMAA's Regional Monitoring Coalition (RMC). In addition, we contribute financially to the Regional Monitoring Program for Water Quality in the San Francisco Estuary (RMP) and actively participate in RMP committees and work groups. For additional information on monitoring activities conducted by SMCWPPP, BASMAA RMC and the RMP, see the C.8 Water Quality Monitoring section of the Countywide Program's FY09-10 Annual Report.

San Carlos also adopted a resolution of support for Redwood Continuation High School's grant proposal to the Rose Foundation for environmental education, including water quality monitoring.

Section 9 – Provision C.9 Pesticides Toxicity Controls

C.9.a ► Adopt an Integrated Pest Management (IPM) Policy or Ordinance

(For FY 09-10 Annual Report only) Attach a copy of your individual IPM ordinance or policy.	<input checked="" type="checkbox"/>	Attached	<input type="checkbox"/>	Not attached, explain below
If Not attached , explain:				

C.9.b ► Implement IPM Policy or Ordinance

Report implementation of IPM BMPs by showing trends in quantities and types of pesticides used, and suggest reasons for increases in use of pesticides that threaten water quality, specifically organophosphorous pesticides, pyrethroids, carbaryl, and fipronil. A separate report can be attached as evidence of your implementation.
Summary: Pesticide use data for FY 09-10: 342 oz Monsanto Roundup EPA #524-475. FY 08-09: 200 oz Monsanto Roundup EPA #524-475, 8LBS Metaldehyde EPA #5481-91 FY 07-08: 438 oz Monsanto Roundup EPA #524-475, 16 oz Merit EPA #3125-421

C.9.c ► Train Municipal Employees

Enter the number of employees that applied or used pesticides (including herbicides) within the scope of their duties this reporting year.	7
Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within the last 3 years.	7
Enter the percentage of municipal employees who apply pesticides who have received training in the IPM policy and IPM standard operating procedures within the last three years.	100

C.9.d ► Require Contractors to Implement IPM

Did your municipality contract with any pesticide service provider in the reporting year?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, attach one of the following:				
<input checked="" type="checkbox"/>	Contract specifications that require adherence to your IPM policy and standard operating procedures, OR			
<input type="checkbox"/>	Copy(ies) of the contractors' IPM certification(s) or equivalent, OR			
<input type="checkbox"/>	Equivalent documentation.			
If not attached, explain:				

C.9.e ► Track and Participate in Relevant Regulatory Processes

Summarize participation efforts, information submitted, and how regulatory actions were affected OR reference a regional report that summarizes regional participation efforts, information submitted, and how regulatory actions were affected.
Summary: During FY 09-10, we participated in regulatory processes related to pesticides through contributions to SMCWPPP, BASMMA and CASQA. For additional information, see the Regional Pollutants of Concern Report submitted by BASMMA on behalf of all MRP Permittees. This report is included within the Countywide Program's FY 09-10 Annual Report.

C.9.f ► Interface with County Agricultural Commissioners

Provide a summary of improper pesticide usage reported to County Agricultural Commissioners and follow-up actions to correct violations, if any. A separate report can be attached as your summary.
Summary: We have nothing to report.

C.9.h.ii ► Public Outreach: Point of Purchase

Provide a summary of public outreach at point of purchase, and any measurable awareness and behavior changes resulting from outreach (here or in a separate report); OR reference a report of a regional effort for public outreach in which your agency participates.
Summary: The following separate reports developed by SMCWPPP and BASMAA summarize point of purchase outreach efforts. These reports are included within the C.9 Pesticides Toxicity Control section of the Countywide Programs FY 09-10 Annual Report: - FY 09-10 IPM Store Partnership Program (SMCWPPP) - FY 09-10 'Our Water, Our World' Report (BASMAA)

C.9.h.vi ► Public Outreach: Pest Control Operators

Provide a summary of public outreach to pest control operators and landscapers and reduced pesticide use (here or in a separate report); **OR** reference a report of a regional effort for outreach to pest control operators and landscapers in which your agency participates.

Summary:

The following separate report developed by SMCWPPP summarize Pest Control Operator outreach efforts conducted during FY 09-10:

- FY 09-10 Green Gardner Pilot Training Report.

Section 10 - Provision C.10 Trash Load Reduction

C.10.a.i ► Short-Term Trash Loading Reduction Plan

(For FY 10-11 Annual Report only) Provide description of actions/tasks initiated/conducted/completed in developing a Short-Term Trash Loading Reduction Plan (due February 1, 2012).

Description: NA

C.10.a.ii ► Baseline Trash Load and Trash Load Reduction Tracking Method

(For FY 10-11 Annual Report only) Provide description of actions/tasks initiated/conducted/completed to gather trash loading data and develop a Baseline Trash Load and Trash Load Reduction Tracking Method (due February 1, 2012).

Description: NA

C.10.a.iii ► Minimum Full Trash Capture

(For FY 10-11 Annual Report and Each Annual Report Thereafter) Provide a description of actions/tasks initiated/conducted/completed in implementing Minimum Full Trash Capture Devices (due July 1, 2014) within individual jurisdictions. Include information on Full Trash Capture Devices installed under Bay-area Wide Trash Capture Demonstration Project administered by San Francisco Estuary Partnership.

Description:

Staff attended the May 4th SFEP Bay-Area-wide Trash Capture Demonstration Project.

The ABAG municipality contract is being reviewed.

C.10.b.iii ► Trash Hot Spot Assessment

(For FY 10-11 Annual Report and Each Annual Report Thereafter) Provide volume of material removed from each Trash Hot Spot cleanup, and the dominant types of trash (e.g., glass, plastics, paper) removed and their sources to the extent possible. Provide required photo documentation.

Fill out the following table or attach a summary of the following information.

Trash Hot Spot	Cleanup Date	Volume of Material Removed	Dominant Type of Trash	Trash Sources (where possible)
Pulgas 1	7-7-10	.15 cu yd	Plastic, Styroform	Accumulation

C.10.d ► Summary of Trash Load Reduction Actions

Provide summary of new trash load reduction actions or increased levels of implementation of existing actions that were implemented after adoption of the MRP (control measures and best management practices) including the types of actions and levels of implementation, and the total trash loads and dominant types of trash removed from each type of action.

Suggested trash load reduction actions to track and report may include:

- Anti-litter Campaigns
- Anti-litter/Dumping Enforcement Activities
- Curbside Recycling Programs
- Education and Outreach Efforts
- Free Trash Pickup/Dropoff Days
- County HHW Program Activities
- Improved Trash Bin Management
- Inspection/Maintenance of Storm Drain Outfalls
- Litter Pickup and Control
- Removal of Homeless Encampments
- Solid Waste Recycling Efforts
- Source Controls/Bans/Prohibitions
- Storm Drain Operation and Maintenance
- Storm Drain Signage/Marking
- Street Sweeping Activities
- Trash Removal from Receptacles
- Volunteer Creek Cleanups

Type of Trash Load Reduction Action	Date of First Implementation	Level of Implementation (specify if level was increased after MRP adoption)	Total Trash Load Removed by Action	Dominant Types of Trash Removed by Action
HHW Pickup Approval	4/12/10	Increased	Unknown	Hazardous Waste
Standard detail for Downtown recycling container	6/24/10	Increased	Unknown	Litter
Shoreway Environmental Center	9/7/09	Same	Unknown	Trash

Section 11 - Provision C.11 Mercury Controls

C.11.a.i ► Mercury Recycling Efforts

List below or attach lists of efforts to promote, facilitate, and/or participate in collection and recycling of mercury containing devices and equipment at the consumer level (e.g., thermometers, thermostats, switches, bulbs).

During Fiscal Year 2009-2010, San Carlos established a Household Hazardous Waste Disposal Program. Residents may obtain free curbside pickup of electronics, fluorescent lamps, batteries, and toxic chemical by calling a toll-free number. San Carlos was one of a small group of local cities to increase its garbage fees to cover the cost of this program.

C.11.a.ii ► Mercury Collection

Provide an estimate of the mass of mercury collected through these efforts, or provide a reference to a report containing this estimate.

Amount collected:

The methodologies for estimating the mass of mercury collected through mercury collection and recycling efforts are currently in development and are due to the Water Board by September 15, 2010. Therefore, estimates could not be made for FY 09-10. Estimates of the mass of mercury collected through recycling efforts during FY 10-11 will be provided with the FY 10-11 Annual Report.

C.11.b ► Monitor Methylmercury
C.11.c ► Pilot Projects to Investigate and Abate Mercury Sources in Drainages
C.11.d ► Pilot Projects to Evaluate and Enhance Municipal Sediment Removal and Management Practices
C.11.e ► Conduct Pilot Projects to Evaluate On-Site Stormwater Treatment via Retrofit
C.11.f ► Diversion of Dry Weather and First Flush Flows to POTWs
C.11.g ► Monitor Stormwater Mercury Pollutant Loads and Loads Reduced
C.11.h ► Fate and Transport Study of Mercury In Urban Runoff
C.11.i ► Development of a Risk Reduction Program Implemented Throughout the Region
C.11.j ► Develop Allocation Sharing Scheme with Caltrans

State below if information is reported in a separate regional report. Municipalities that participate directly in regional activities to can provide descriptions below.

Summary:

A summary of SMCWPPP's accomplishments for these sub-provisions are included within the C.11 Mercury Controls section of the Countywide Program's FY 09-10 Annual Report and/or the BASMAA Regional POC Report.

Section 12 - Provision C.12 PCBs Controls

C.12.a.i.iii ► Municipal Inspectors Training

(For FY 09-10 Annual Report only) List below or attach description of results of training municipal industrial inspectors to identify, in the course of their existing inspections, PCBs or PCB-containing equipment.

Description:

In FY 09-10, inspector training materials were developed through in-kind contributions of SMCWPPP and SCVURPPP to BASMAA. Training materials can be found in the BASMAA Regional POC Report.

C.12.a.ii.iii ► Ongoing Training

(For FY 10-11 Annual Report and Each Annual Report Thereafter) List below or attach description of ongoing training development and inspections for PCB identification, including documentation and referral to appropriate regulatory agencies (e.g. county health departments, Department of Toxic Substances Control, California Department of Public Health, and the Water Board) as necessary.

Description:

Not required for this Annual Report.

C.12.b ► Conduct Pilot Projects to Evaluate Managing PCB-Containing Materials and Wastes during Building Demolition and Renovation Activities
C.12.c ► Pilot Projects to Investigate and Abate On-land Locations with Elevated PCB Concentrations
C.12.d ► Conduct Pilot Projects to Evaluate and Enhance Municipal Sediment Removal and Management Practices
C.12.e ► Conduct Pilot Projects to Evaluate On-Site Stormwater Treatment via Retrofit
C.12.f ► Diversion of Dry Weather and First Flush Flows to POTWs
C.12.g ► Monitor Stormwater PCB Pollutant Loads and Loads Reduced
C.12.h ► Fate and Transport Study of PCBs In Urban Runoff
C.12.i ► Development of a Risk Reduction Program Implemented Throughout the Region

State below if information is reported in a separate regional report. Municipalities that participate directly in regional activities to can provide descriptions below.

Summary:

A summary of Program accomplishments for these sub-provisions are included within the C.12 PCB Controls section of the Countywide Program's FY 09-10 Annual Report and/or the BASMAA Regional POC Report.

San Carlos is the San Mateo County representative on BASMAA's Clean Watersheds for a Clean Bay Project and has actively participated on the project management team.

Section 13 - Provision C.13 Copper Controls

C.13.a.i and iii ► Legal Authority: Architectural Copper

(For FY 10-11 Annual Report only) Do you have adequate legal authority to prohibit discharge of wastewater to storm drains generated from the installation, cleaning, treating, and washing of the surface of copper architectural features, including copper roofs to storm drains?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If **No**, explain and provide schedule for obtaining authority within 1 year:
 Not required for this Annual Report.

C.13.b.i and iii ► Legal Authority: Pools, Spas, and Fountains

(For FY10-11 Annual Report only) Do you have adequate legal authority to prohibit discharges to storm drains from pools, spas, and fountains that contain copper-based chemicals?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If **No**, explain and provide schedule for obtaining authority within 1 year:
 Not required for this Annual Report.

C.13.c ► Vehicle Brake Pads

Reported in a separate regional report.

A summary of SMCWPPP's participation with the Brake Pad Partnership (BPP) is included within the C.13 Copper Controls section of the Countywide Program's FY 09-10 Annual Report and/or the BASMAA Regional POC Report.

C.13.d.iii ► Industrial Sources Copper Reduction Results

List below or attach annotated lists or tables from your Industrial and Commercial Site Controls portion of this report, that highlight copper reduction results among the facilities identified as potential users or sources of copper, facilities inspected, and BMPs addressed. For FY09-10 describe below or highlight in the C.4 Evaluation portion (if provided) of this report the steps taken to revise your program to meet new data tracking and reporting requirements for implementation levels described in C.13.d.ii.

Summary:

In FY 09-10, inspector training materials were developed through in-kind contributions of SMCWPPP and SCVURPP to BASMAA. Training materials can be found in the BASMAA Regional POC Report.

C.13.e ► Studies to Reduce Copper Pollutant Impact Uncertainties

Revised. Description reads "State below if information is reported in a separate regional report. Municipalities that participate directly in regional activities to can provide descriptions below."

Summary:

A summary of SMCWPPP's efforts (i.e., participation in RMP committee and work group meetings) to develop regional studies to reduce copper pollutant impact uncertainties is included within the C.13 Copper Controls section of the Countywide Program's FY 09-10 Annual Report and/or BASMAA Regional POC Report.

Section 14 - Provision C.14 PBDE, Legacy Pesticides and Selenium Controls

C.14.a ► Control Programs for PBDEs, Legacy Pesticides and Selenium Controls

Revised. Description reads "State below if information is reported in a separate regional report. Municipalities that participate directly in regional activities to can provide descriptions below."

Summary:

A summary of SMCWPPP's efforts (i.e., participation in RMP committee and work group meetings) to develop a Control Program for PBDEs, Legacy Pesticides and Selenium is included within the C.14 PBDE, Legacy Pesticides and Selenium section of the Countywide Program's FY 09-10 Annual Report and/or BASMAA Regional POC Report.

Section 15 - Provision C.15 Exempted and Conditionally Exempted Discharges

C.15.b.iii.(1), C.15.b.iii.(2) ► Planned and Unplanned Discharges of Potable Water

Is your agency a water purveyor?

☐ Yes ☒ No

If **No**, skip to C.15.b.vi.(2):

If **Yes**, Complete the attached reporting tables or attach your own table with the same information. Describe program highlights below. For FY 09-10 only, describe steps taken to revise your program to meet new monitoring, data tracking and reporting requirements.

Summary:

C.15.b.vi.(2) ► Irrigation Water, Landscape Irrigation, and Lawn or Garden Watering

Provide implementation summaries of the required BMPs to promote measures that minimize runoff and pollutant loading from excess irrigation. Generally the categories are:

- Promote conservation programs
- Promote outreach for less toxic pest control and landscape management
- Promote use of drought tolerant and native vegetation
- Promote outreach messages to encourage appropriate watering/irrigation practices
- Implement Illicit Discharge Enforcement Response Plan for ongoing, large volume landscape irrigation runoff.

Summary:

San Carlos has a water-efficient landscaping ordinance. In FY 09-10, San Carlos adopted a General Plan update and a Climate Action Plan, which include numerous policies and actions related to water conservation. Also, in FY 09-10, San Carlos awarded a construction contract to renovate a 3.44 acre athletic field with synthetic turf, which is anticipated to reduce water consumption by approximately 4 million gallons of water per year as well as eliminating pesticide, herbicide and fertilizer use.

C.15.b.iii.(1) ► Planned Discharges of the Potable Water System										
Site/ Location	Discharge Type	Receiving Waterbody(ies)	Date of Discharge	Duration of Discharge (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/day)	Chlorine Residual (mg/L)	pH (standard units)	Discharge Turbidity ¹ (NTU)	Implemented BMPs & Corrective Actions

Notes:

¹ Monitor the receiving water for turbidity if necessary and feasible. Include data in this column if available.

C.15.b.iii.(2) ► Unplanned Discharges of the Potable Water System														
Site/ Location	Discharge Type	Receiving Waterbody(ies)	Date of Discharge	Discharge Duration (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/day)	Chlorine Residual ² (mg/L)	pH ² (standard units)	Discharge Turbidity (Visual) ² .	Implemented BMPs & Corrective Actions	Time of discharge discovery	Regulatory Agency Notification Time ⁴	Inspector arrival time	Responding crew arrival time

Notes:

1. This table contains all of the unplanned discharges that occurred in this FY.

2. Monitoring data is only required for 10% of the unplanned discharges. If you monitored more than 10% of your unplanned discharges report all of the data collected.

4. Notification to Water Board staff is required for unplanned discharges where the chlorine residual is >0.05 mg/L and total volume is ≥ 50,000 gallons. Notification to State Office of Emergency Services is required after becoming aware of aquatic impacts as a result of unplanned discharge or when the discharge might endanger or compromise public health and safety.

Facility		Address	City	Insp Date
RABBIT AVIATION SERVICE	602	AIRPORT	SAN CARLOS	4/29/2010
SAN CARLOS AIRPORT	620	AIRPORT	SAN CARLOS	8/6/2009
SKY KITCHEN	620	AIRPORT	SAN CARLOS	1/7/2009
AIRWEST AIRCRAFT ENGINES	670	AIRPORT	SAN CARLOS	1/13/2010
INDUSTRIAL PLATING CO INC	803	AMERICAN	SAN CARLOS	3/26/2009
JOHN DEERE LANDSCAPES INC	815	AMERICAN	SAN CARLOS	8/3/2009
MOTION PRO, INC.	867	AMERICAN	SAN CARLOS	9/3/2009
STEFFENS IRON WORKS	932	AMERICAN	SAN CARLOS	9/15/2009
MANUFACTURERS OUTLET	935	AMERICAN	SAN CARLOS	8/10/2009
ACCURATE POWDER COATING	940	AMERICAN	SAN CARLOS	9/3/2009
MAX MOTORS	945	AMERICAN	SAN CARLOS	8/26/2009
HY TECH PLATING CO INC	1011	AMERICAN	SAN CARLOS	7/24/2009
AMERICAN PRECISION GEAR CO INC	1029	AMERICAN	SAN CARLOS	8/10/2009
CHAMPION AUTO	1036	AMERICAN	SAN CARLOS	11/17/2009
A&D WELDING	1061	AMERICAN	SAN CARLOS	9/15/2009
PENINSULA PLATING, INC	1083	AMERICAN	SAN CARLOS	8/17/2009
SAN CARLOS TRANSMISSION	1147	ARROYO	SAN CARLOS	9/9/2009
PG&E SAN CARLOS SUBSTATION		BAYSIDE BLVD/WASHINGTON	SAN CARLOS	8/8/2008
WHITE OAK CLEANERS	1200	BELMONT	SAN CARLOS	10/1/2009
BRIDWELLS INC	920	BING	SAN CARLOS	7/27/2009
AIRGAS DRY ICE	961	BING	SAN CARLOS	11/19/2009
COMMERCIAL MECHANICAL SVC INC	981	BING	SAN CARLOS	8/14/2009
TESLA MOTORS	1050	BING	SAN CARLOS	2/11/2010
TIEGEL MFG CO	495	BRAGATO	SAN CARLOS	12/8/2009
SIEDL STEEL INC	500	BRAGATO	SAN CARLOS	4/23/2009
BRAGATO PAVING CO INC	500	BRAGATO	SAN CARLOS	10/16/2009
PROFUSION ORNAMENTAL IRON, INC	500	BRAGATO	SAN CARLOS	5/13/2010
SIERRA PACIFIC RECYCLING	501	BRAGATO	SAN CARLOS	3/15/2010
MAYNE TREE EXPERT CO	535	BRAGATO	SAN CARLOS	6/24/2009
AMERICAN PROTOTYPE INC	555	BRAGATO	SAN CARLOS	8/18/2009
ITALIAN PERFORMANCE	565	BRAGATO	SAN CARLOS	10/26/2009
G BORTOLOTTI & CO	582	BRAGATO	SAN CARLOS	11/23/2009
TOM DUFFY COMPANY	916	BRANSTEN	SAN CARLOS	9/2/2009
DURHAM SCHOOL SERVICES	917	BRANSTEN	SAN CARLOS	8/7/2009

VIVION INC	929	BRANSTEN	SAN CARLOS	8/17/2009
ACM GRINDING & THREAD ROLLIN	945	BRANSTEN	SAN CARLOS	1/21/2010
SUPERIOR BODY SHOP	956	BRANSTEN	SAN CARLOS	9/22/2009
GC LUBRICANTS CO	977	BRANSTEN	SAN CARLOS	9/2/2009
SAN CARLOS CORPORATION YARD	1000	BRANSTEN	SAN CARLOS	10/29/2009
HOFFMAN METAL PRODUCTS INC	1011	BRANSTEN	SAN CARLOS	8/25/2009
CEMEX	1026	BRANSTEN	SAN CARLOS	9/25/2009
TARA TECHNOLOGIES	831-L	BRANSTEN	SAN CARLOS	9/16/2009
PROSCAN PRODUCTIONS INC	831	BRANSTEN RD	SAN CARLOS	11/18/2009
TDM TILING	950	BRITTAN	SAN CARLOS	12/9/2009
BLU WHITE LAUNDRY & CLEANERS	1161	BRITTAN	SAN CARLOS	8/18/2009
VERIZON WIRELESS -Ralston	920	BUCKLAND	SAN CARLOS	11/25/2009
BUCKLAND TANK SITE M P W D	940	BUCKLAND	SAN CARLOS	11/18/2009
TUNNEL PUMP STATION -M P W D		CANADA	SAN CARLOS	11/18/2009
WHOLESALE TRANSMISSIONS	905	CENTER	SAN CARLOS	6/24/2009
SEQUOIA BILLIARD SUPPLY INC	913	CENTER	SAN CARLOS	11/12/2009
SCHAFFER SHEET METAL	917	CENTER	SAN CARLOS	8/24/2009
LAZAR MACHINING	1001	CENTER	SAN CARLOS	9/15/2009
PROLINE	1033	CENTER	SAN CARLOS	9/15/2009
REDWOOD LUMBER	1069	CENTER	SAN CARLOS	8/21/2009
APEX DIE	840	CHERRY	SAN CARLOS	12/1/2009
GANKO SUSHI FAST FOOD	1131	CHERRY	SAN CARLOS	5/1/2009
KIEFER MACHINING	940	COMMERCIAL	SAN CARLOS	No Activity
FLEXTRONICS INTL USA INC	1000	COMMERCIAL	SAN CARLOS	No Activity
KELLY MOORE PAINT CO INC	1015	COMMERCIAL	SAN CARLOS	7/14/2009
KM SPRAY EQUIPMENT REPAIR CENTER	1057	COMMERCIAL	SAN CARLOS	4/29/2010
KELLY MOORE PAINT CO., INC	1075	COMMERCIAL	SAN CARLOS	7/15/2009
DEVONSHIRE LITTLE STORE	20	DEVONSHIRE	SAN CARLOS	12/4/2008
CVS/PHARMACY #9172	11	EL CAMINO REAL	SAN CARLOS	5/28/2010
JERSEY JOES HOAGIES	21	EL CAMINO REAL	SAN CARLOS	12/17/2008
KAYA	39	EL CAMINO REAL	SAN CARLOS	11/17/2009
THE OMLETTE HOUSE	66	EL CAMINO REAL	SAN CARLOS	1/7/2009
JUSTIN'S 76	90	EL CAMINO REAL	SAN CARLOS	3/31/2009
KABUL AFGHAN CUISINE	135	EL CAMINO REAL	SAN CARLOS	12/17/2008
ADEL MARKET	171	EL CAMINO REAL	SAN CARLOS	12/17/2008
MCDONALDS	180	EL CAMINO REAL	SAN CARLOS	6/18/2009
AUTO PRIDE CAR WASH	195	EL CAMINO REAL	SAN CARLOS	4/8/2010

BAJA FRESH MEXICAN GRILL	240	EL CAMINO REAL	SAN CARLOS
TACO BELL	259	EL CAMINO REAL	SAN CARLOS 8/4/2009
LES SCHWAB TIRE CENTER	260	EL CAMINO REAL	SAN CARLOS 10/15/2009
CREOLA BISTRO	344	EL CAMINO REAL	SAN CARLOS 6/27/2008
THE DARK ROOM	356	EL CAMINO REAL	SAN CARLOS 11/18/2009
SIRAYVAH ORGANIC THAI CUISINE	366	EL CAMINO REAL	SAN CARLOS 12/5/2008
SMART CARE AUTO	400	EL CAMINO REAL	SAN CARLOS No Activity
SAN CARLOS GERMAN MOTOR WORKS	430	EL CAMINO REAL	SAN CARLOS 11/12/2009
SAN CARLOS SHELL	500	EL CAMINO REAL	SAN CARLOS 5/5/2009
THE NEW PATIO	552	EL CAMINO REAL	SAN CARLOS 5/20/2009
TAVA INDIAN BISTRO	560	EL CAMINO REAL	SAN CARLOS 7/18/2008
THE DEPOT CAFE	599	EL CAMINO REAL	SAN CARLOS 6/24/2008
CARLOS CLUB	612	EL CAMINO REAL	SAN CARLOS 4/16/2009
SUBWAY 32364	744	EL CAMINO REAL	SAN CARLOS No Activity
TUNE UP CENTER	760	EL CAMINO REAL	SAN CARLOS 10/26/2009
LESLIES SWIMMIING POOL SUPPLIES	770	EL CAMINO REAL	SAN CARLOS 7/9/2009
PUDLEYS	774	EL CAMINO REAL	SAN CARLOS 4/30/2009
CELEBRATIONS FOR HIRE	796	EL CAMINO REAL	SAN CARLOS 1/4/2008
BIMMERS BMW SVC	800	EL CAMINO REAL	SAN CARLOS 9/22/2009
NIELSEN AUTOMOTIVE	888	EL CAMINO REAL	SAN CARLOS 4/28/2010
BOB & KEVIN'S SERVICE, INC	900	EL CAMINO REAL	SAN CARLOS 9/22/2009
INGLESIDE CAFE	920	EL CAMINO REAL	SAN CARLOS 6/18/2008
HENRY'S GARDEN RESTAURANT	1050	EL CAMINO REAL	SAN CARLOS 11/19/2008
BRITTAN AVE SHELL	1098	EL CAMINO REAL	SAN CARLOS No Activity
JACK IN THE BOX #468-1	1100	EL CAMINO REAL	SAN CARLOS 6/10/2009
OIL CHANGERS	1188	EL CAMINO REAL	SAN CARLOS 11/25/2009
THAI TIME	1240	EL CAMINO REAL	SAN CARLOS 6/25/2008
KRAGEN #4125	1272	EL CAMINO REAL	SAN CARLOS 10/14/2009
ROUND TABLE PIZZA	1324	EL CAMINO REAL	SAN CARLOS 8/14/2009
THOMAS JOHN EVENTS	1336	EL CAMINO REAL	SAN CARLOS 5/19/2008
NEW YORK PIZZA & PASTA	1340	EL CAMINO REAL	SAN CARLOS No Activity
WALGREENS	1414	EL CAMINO REAL	SAN CARLOS 11/18/2009
WALGREENS CO	1414	EL CAMINO REAL	SAN CARLOS 5/13/2008
NARANJOS TAQUERIA #2	1494	EL CAMINO REAL	SAN CARLOS 3/18/2009
DE LUXE CLEANERS	1500	EL CAMINO REAL	SAN CARLOS 6/4/2010
MEDITERRANEAN DELITE	1620	EL CAMINO REAL	SAN CARLOS 11/5/2008
BASKIN ROBBINS ICE CREAM	1648	EL CAMINO REAL	SAN CARLOS 11/5/2008

MAJOR AUTO BODY	1700	EL CAMINO REAL	SAN CARLOS	3/17/2010
NORDIC MOTORS	1700	EL CAMINO REAL	SAN CARLOS	12/2/2009
PERFECT LUBE	1792	EL CAMINO REAL	SAN CARLOS	9/22/2009
CARLS JR RESTAURANT	1800	EL CAMINO REAL	SAN CARLOS	1/12/2010
SAN CARLOS PLAZA DRY CLEANERS	81-A	EL CAMINO REAL	SAN CARLOS	1/7/2010
SAN CARLOS CITY HALL	600	ELM	SAN CARLOS	7/8/2008
MID PEN WTR DIST-EXBOURNE PUMP STA	140	EXBOURNE	SAN CARLOS	2/29/2008
DA TRU CO	71	GLENN	SAN CARLOS	9/28/2009
CARS LIMITED	100	GLENN	SAN CARLOS	10/8/2009
ROSSI PAINTING	110	GLENN	SAN CARLOS	1/13/2010
TNT DEMOLITION	161	GLENN	SAN CARLOS	9/22/2009
HOLLY 76	906	HOLLY	SAN CARLOS	7/30/2009
HOLLY PETROLEUM, INC.	907	HOLLY	SAN CARLOS	7/22/2009
TAQUERIA EL MAGUEY	1065	HOLLY	SAN CARLOS	9/30/2009
ORIGINAL BUFFALO WINGS	1065	HOLLY	SAN CARLOS	3/7/2008
BEWESNICK PHO & CREPE	1065	HOLLY	SAN CARLOS	No Activity
AYA SUSHI	1070	HOLLY	SAN CARLOS	5/22/2009
SEVEN ELEVEN STORE 14338	1080	HOLLY	SAN CARLOS	9/30/2009
EL CHARRITO TAQUERIA	1100	HOLLY	SAN CARLOS	3/17/2009
FINISH MASTER INC	1021	HOWARD	SAN CARLOS	4/19/2010
HOWARD AVENUE RADIATOR	1150	HOWARD	SAN CARLOS	10/27/2009
NOVARTIS	150	INDUSTRIAL	SAN CARLOS	9/8/2009
HOUSE OF WRECKERS INC	161	INDUSTRIAL	SAN CARLOS	11/9/2009
EUROTECH COLLISION REPAIR	171	INDUSTRIAL	SAN CARLOS	11/30/2009
DEES HENNESSEY INC	200	INDUSTRIAL	SAN CARLOS	12/14/2009
NEKTAR THERAPEUTICS	201	INDUSTRIAL	SAN CARLOS	10/16/2009
KELLER INDUSTRIES, INC	234	INDUSTRIAL	SAN CARLOS	12/14/2009
SAN CARLOS COLLISION CENTER	236	INDUSTRIAL	SAN CARLOS	8/25/2009
CAMBRON AUTO BODY	244	INDUSTRIAL	SAN CARLOS	7/31/2009
SPACESONIC PRECISION SHEET MET	266	INDUSTRIAL	SAN CARLOS	6/1/2010
DELTA STAR INC	270	INDUSTRIAL	SAN CARLOS	7/16/2009
PG & E SAN CARLOS SERVICE CENTER	275	INDUSTRIAL	SAN CARLOS	4/7/2010
CAL ART & ENGRAVING, INC.	350	INDUSTRIAL	SAN CARLOS	11/6/2009
CALIFORNIA RADIOGRAPHICS	360	INDUSTRIAL	SAN CARLOS	12/14/2009
BOBKAT PRINTING	360	INDUSTRIAL	SAN CARLOS	9/9/2009
J R MANUFACTURING	360	INDUSTRIAL	SAN CARLOS	10/8/2009
B & H TECHNICAL CERAMICS INC	390	INDUSTRIAL	SAN CARLOS	11/24/2009

P A BET, INC	629	INDUSTRIAL	SAN CARLOS	1/11/2010
MIDLAND CABINET CO	719	INDUSTRIAL	SAN CARLOS	12/21/2009
WEATHERLY STRIPING COMPANY	733	INDUSTRIAL	SAN CARLOS	12/11/2009
SUPERIOR BODY SHOP	747	INDUSTRIAL	SAN CARLOS	12/9/2009
BERMICO AUTO	750	INDUSTRIAL	SAN CARLOS	12/8/2009
SAN CARLOS RADIATOR & AUTO AIR	777	INDUSTRIAL	SAN CARLOS	11/13/2009
A+ JAPANESE AUTO REPAIR INC	780	INDUSTRIAL	SAN CARLOS	12/3/2009
COAST AUTO BODY	794	INDUSTRIAL	SAN CARLOS	3/9/2010
WARRENS PRECISION	800	INDUSTRIAL	SAN CARLOS	4/15/2010
CALCHEMIST	871	INDUSTRIAL	SAN CARLOS	6/15/2010
L3 COMMUNICATIONS CORP., EDD	960	INDUSTRIAL	SAN CARLOS	9/29/2009
SAN CAFE	960	INDUSTRIAL	SAN CARLOS	7/14/2009
QUIZNOS	990	INDUSTRIAL	SAN CARLOS	No Activity
PEA PRESS	1100	INDUSTRIAL	SAN CARLOS	1/12/2010
WALLINS DIVE CENTER	1119	INDUSTRIAL	SAN CARLOS	1/11/2010
REI / RECREATION EQUIP INC	1119	INDUSTRIAL	SAN CARLOS	9/30/2009
STARBUCKS COFFEE CO	1135	INDUSTRIAL	SAN CARLOS	No Activity
CHIPOTLE MEXICAN GRILL, INC	1135	INDUSTRIAL	SAN CARLOS	No Activity
JAMBA JUICE	1135	INDUSTRIAL	SAN CARLOS	10/29/2009
WING STOP	1135	INDUSTRIAL	SAN CARLOS	No Activity
ACTION SIGN SYSTEMS, INC.	1200	INDUSTRIAL	SAN CARLOS	5/27/2010
STAR ELEVATOR INC.	1300	INDUSTRIAL	SAN CARLOS	2/10/2010
LIVEFUELS INC	1300	INDUSTRIAL	SAN CARLOS	2/25/2010
ERICS AUTO BODY	1400	INDUSTRIAL	SAN CARLOS	10/27/2009
TONYS IMPORTED BODY SHOP INC	1411	INDUSTRIAL	SAN CARLOS	10/26/2009
ARTEMIS HEALTH INC	1531	INDUSTRIAL	SAN CARLOS	No Activity
NATUS	1541	INDUSTRIAL	SAN CARLOS	2/19/2010
CELLERANT THERAPEUTICS INC	1561	INDUSTRIAL	SAN CARLOS	No Activity
REAMETRIX, INC	1585	INDUSTRIAL	SAN CARLOS	2/19/2010
AVENUE AUTO SERVICE INC	1600	INDUSTRIAL	SAN CARLOS	4/15/2010
SIEMENS WATER TECHNOLOGIES	1661	INDUSTRIAL	SAN CARLOS	4/2/2010
IRON STONE METAL WORKS	1700	INDUSTRIAL	SAN CARLOS	10/27/2009
INTERSTATE TRAFFIC CONTROL PRODUCTS	1700	INDUSTRIAL	SAN CARLOS	8/14/2009
PERFORMANCE FABRICATIONS	1701	INDUSTRIAL	SAN CARLOS	11/16/2009
HOLLY MARKET	491	LAUREL	SAN CARLOS	3/17/2009
SBC	537	LAUREL	SAN CARLOS	4/28/2009
HOUSE OF BAGELS	605	LAUREL	SAN CARLOS	3/10/2009

GOLDEN SHINE BAKERY	617	LAUREL	SAN CARLOS	3/12/2010
NINOS RISTORANTE & PIZZERIA	621	LAUREL	SAN CARLOS	12/23/2008
LE BOULANGER	622	LAUREL	SAN CARLOS	1/2/2009
LAUREL ST CAFE	635	LAUREL	SAN CARLOS	No Activity
SIAMESE KITCHEN	637	LAUREL	SAN CARLOS	12/22/2009
TAQUERIA MI RANCHITO	660	LAUREL	SAN CARLOS	1/2/2009
THE ENGLISH ROSE	663	LAUREL	SAN CARLOS	6/5/2009
PLANTATION COFFEE ROASTERY	668	LAUREL	SAN CARLOS	6/5/2009
ANITAS GIFTS & THINGS INC	672	LAUREL	SAN CARLOS	6/5/2009
ORCHID ROOM	678	LAUREL	SAN CARLOS	6/5/2009
PILITA MEDITERRANEAN GRILL	680	LAUREL	SAN CARLOS	10/29/2009
SPEEDERIA PIZZERIA	711	LAUREL	SAN CARLOS	2/2/2010
TOWN	716	LAUREL	SAN CARLOS	2/2/2010
RISTORANTE PIACERE	727	LAUREL	SAN CARLOS	1/5/2010
DONUT DELITE	749	LAUREL	SAN CARLOS	3/3/2009
SANTORINI	753	LAUREL	SAN CARLOS	1/5/2010
JIN'S CLEANER	765	LAUREL	SAN CARLOS	9/10/2009
SPASSO RESTAURANT	769	LAUREL	SAN CARLOS	1/6/2010
KAIGAN SUSHI RESTAURANT	773	LAUREL	SAN CARLOS	6/25/2008
CAFE LA TOSCA	777	LAUREL	SAN CARLOS	1/6/2010
CASK WINE & CHEESE BAR	782	LAUREL	SAN CARLOS	1/6/2010
COWABUNGA CREAMERY	784	LAUREL	SAN CARLOS	10/10/2008
THE DOOR CHRISTIAN BOOKSTORE	787	LAUREL	SAN CARLOS	No Activity
VIVA LA VITA	788	LAUREL	SAN CARLOS	No Activity
BIANCHINI'S MARKET	810	LAUREL	SAN CARLOS	6/3/2009
SHIKI	825	LAUREL	SAN CARLOS	2/11/2010
HARMONY YOGURT, INC	852	LAUREL	SAN CARLOS	No Activity
STARBUCKS COFFEE CO	856	LAUREL	SAN CARLOS	12/15/2009
VANILLA MOON BAKERY	872	LAUREL	SAN CARLOS	12/15/2009
YAN'S GARDEN	885	LAUREL	SAN CARLOS	6/3/2009
888 RESTORANTE ITALIANO	888	LAUREL	SAN CARLOS	2/16/2010
OZUMA	894	LAUREL	SAN CARLOS	6/2/2009
BROILER EXPRESS	895	LAUREL	SAN CARLOS	6/2/2009
GRACIES DELECTABLES	902	LAUREL	SAN CARLOS	6/2/2009
THE REFUGE	963	LAUREL	SAN CARLOS	2/16/2010
COYOTES MEXICAN CANTINA	1037	LAUREL	SAN CARLOS	5/26/2009
NEW FLOWER DRUM	1109	LAUREL	SAN CARLOS	2/17/2010

MY BREAKFAST HOUSE	1137	LAUREL	SAN CARLOS	No Activity
NEW CANTON	1160	LAUREL	SAN CARLOS	12/4/2008
SAN CARLOS PAINT & BODY SHOP	1177	LAUREL	SAN CARLOS	11/17/2009
RUMI RESTAURANT	1179	LAUREL	SAN CARLOS	1/14/2009
CLOONEYS PUB	1189	LAUREL	SAN CARLOS	1/14/2009
OXFORD STREET CHINESE RESTAURANT	1195	LAUREL	SAN CARLOS	1/14/2009
COUNTRY CLEANERS	1239	LAUREL	SAN CARLOS	8/21/2009
SKINNY SIPPIN	1295	LAUREL	SAN CARLOS	10/2/2009
LA HACIENDA	1377	LAUREL	SAN CARLOS	1/27/2009
JEFFS AUTO SERVICE	1383	LAUREL	SAN CARLOS	1/28/2010
BELMOUNT AUTO REPAIR	1383	LAUREL	SAN CARLOS	9/25/2009
AMAZING WOK	1655	LAUREL	SAN CARLOS	No Activity
MACK'S BBQ	1754	LAUREL	SAN CARLOS	No Activity
SAN CARLOS PUMP STATION	150	MONTE VISTA	SAN CARLOS	7/29/2008
FIBERGLASS UNLIMITED	151	OLD COUNTY	SAN CARLOS	3/15/2010
VEHICLES UNLIMITED	151	OLD COUNTY	SAN CARLOS	6/15/2010
BELMONT BOAT SERVICE	151	OLD COUNTY	SAN CARLOS	1/11/2010
CREATIVE CABINETS	217	OLD COUNTY	SAN CARLOS	6/26/2009
PENINSULA AUTO WORKS	217	OLD COUNTY	SAN CARLOS	No Activity
FRANS MERCEDES SVC	219	OLD COUNTY	SAN CARLOS	6/5/2009
SKIPS AUTOMOTIVE SERVICE	219	OLD COUNTY	SAN CARLOS	12/8/2009
SMOG X PRESS	219	OLD COUNTY	SAN CARLOS	12/2/2009
EDDIE PAINTING & SERVICE	219	OLD COUNTY	SAN CARLOS	7/27/2009
AUTO JOHN REPAIR	219	OLD COUNTY	SAN CARLOS	4/19/2010
MI TECHNIKS	219	OLD COUNTY	SAN CARLOS	4/21/2010
NATIONAL TRANSIT INTERIORS	295	OLD COUNTY	SAN CARLOS	1/28/2010
DALUSONG ENGINEERING	299	OLD COUNTY	SAN CARLOS	No Activity
B & F HARDWOOD FLOORING CO	303	OLD COUNTY	SAN CARLOS	8/19/2009
PENINSULA LABORATORIES INC	305	OLD COUNTY	SAN CARLOS	8/5/2009
ABC CLEANERS	445	OLD COUNTY	SAN CARLOS	11/17/2009
PRO ALIGNMENT & AUTO SERVICE	501	OLD COUNTY	SAN CARLOS	1/25/2010
B A B AUTO BODY	501	OLD COUNTY	SAN CARLOS	2/9/2010
NORDIC MOTORS INC	501	OLD COUNTY	SAN CARLOS	3/15/2010
MEEHLEIB AUTOMOTIVE	501	OLD COUNTY	SAN CARLOS	10/15/2009
RUBENS CUSTOM PAINTING	535	OLD COUNTY	SAN CARLOS	6/30/2009
AUTOHAUS ZDENEK	665	OLD COUNTY	SAN CARLOS	1/25/2010
COUNTY BODY & PAINT	681	OLD COUNTY	SAN CARLOS	1/12/2010

JOHN W WISE CO INC	749	OLD COUNTY	SAN CARLOS	2/19/2010
RICH RAMIREZ DEMOLITION/ EXCAVATION	851	OLD COUNTY	SAN CARLOS	5/12/2010
PEP BOYS	1087	OLD COUNTY	SAN CARLOS	1/15/2010
HOME DEPOT #0628	1125	OLD COUNTY	SAN CARLOS	1/11/2010
LUCKY	1133	OLD COUNTY	SAN CARLOS	3/19/2009
RICE GARDEN	1133	OLD COUNTY	SAN CARLOS	3/19/2009
DINO'S AUTO BODY	1531	OLD COUNTY	SAN CARLOS	3/15/2010
B & H ENGINEERING	1725	OLD COUNTY	SAN CARLOS	4/20/2010
LA STAZIONE CAFE & DELI	601-603	OLD COUNTY	SAN CARLOS	10/13/2009
SAN MATEO TRANSIT DISTRICT	501	PICO	SAN CARLOS	8/31/2009
CHILTON AUTO BODY	361	QUARRY	SAN CARLOS	3/9/2010
VANCEA AUTO SERVICE	383	QUARRY	SAN CARLOS	6/9/2010
OMEGA AUTO CENTER	385	QUARRY	SAN CARLOS	2/8/2010
OMEGA AUTO CENTER	389	QUARRY	SAN CARLOS	10/9/2009
GRAINGER	401	QUARRY	SAN CARLOS	2/10/2010
SHACK BROS	639	QUARRY	SAN CARLOS	6/5/2009
MARKS BODY SHOP	643	QUARRY	SAN CARLOS	11/20/2009
A & E AUTOMOTIVE	647	QUARRY	SAN CARLOS	3/2/2010
ZACKO GROUP LLC	883	SAN CARLOS	SAN CARLOS	No Activity
NICOLOSI DISTRIBUTING INC.	975	SAN CARLOS	SAN CARLOS	5/13/2010
PENINSULA CONCRETE PUMPS	1011	SAN CARLOS	SAN CARLOS	7/31/2009
SCORE PIZZA	1105	SAN CARLOS	SAN CARLOS	4/16/2009
SAFFRON INDIAN BISTRO	1143	SAN CARLOS	SAN CARLOS	2/12/2009
LA CORNETA	1147	SAN CARLOS	SAN CARLOS	6/19/2008
SAN REMO ITALIAN FOOD	1152	SAN CARLOS	SAN CARLOS	9/12/2008
SNEAKERS PUB & GRILL INC	1163	SAN CARLOS	SAN CARLOS	3/10/2009
STARBUCKS COFFEE CO	1187	SAN CARLOS	SAN CARLOS	11/2/2007
KIN CHUAN RESTAURANT	1188	SAN CARLOS	SAN CARLOS	10/16/2009
COFFEE AROMA	1261	SAN CARLOS	SAN CARLOS	11/14/2008
CVS/PHARMACY #550	1324	SAN CARLOS	SAN CARLOS	No Activity
TALIMA THERAPEUTICS	75	SHOREWAY	SAN CARLOS	12/8/2009
PHARMACOFOR INC	75	SHOREWAY	SAN CARLOS	3/24/2009
BFI WST SYS OF NA INC-ALLIED WASTE	225	SHOREWAY	SAN CARLOS	3/29/2010
BFI WST SYS OF NA INC-ALLIED WASTE	333	SHOREWAY	SAN CARLOS	7/27/2009
HATCHER PRESS	345	SHOREWAY	SAN CARLOS	8/13/2009
ALVINE PHARMACEUTICALS INC	75B	SHOREWAY	SAN CARLOS	8/25/2009
ARE SAN FRANCISCO No. 29 LLC	75/125	SHOREWAY	SAN CARLOS	12/18/2009

BURGER KING #10442	505	SKYWAY	SAN CARLOS	2/12/2009
IZZYS STEAKS & CHOPS	525	SKYWAY	SAN CARLOS	4/29/2009
DIAMOND AVIATION	655	SKYWAY	SAN CARLOS	4/29/2010
BEL AIR INTERNATIONAL	795	SKYWAY	SAN CARLOS	6/16/2009
GLASS AVIATION	795	SKYWAY	SAN CARLOS	6/4/2009
EQUITY OFFICE	999	SKYWAY	SAN CARLOS	3/4/2009
STERLING SCREW PRODUCTS INC	925	TANKLAGE	SAN CARLOS	7/30/2009
J & L DIGITAL PRECISION INC	551	TAYLOR	SAN CARLOS	3/10/2010
C & C MACHINING	585	TAYLOR	SAN CARLOS	5/7/2010
HUBER PRECISION	585	TAYLOR	SAN CARLOS	7/31/2009
RAMOS WOODWORKS INC	675	TAYLOR	SAN CARLOS	6/26/2009
R M MANUFACTURING	950	TERMINAL	SAN CARLOS	7/30/2009
PERFORMEX MACHINING	963	TERMINAL	SAN CARLOS	No Activity
ROYALITE MANUFACTURING, INC	1055	TERMINAL	SAN CARLOS	8/3/2009
CONCRETE CHEMICALS CORP OF CA	1065	TERMINAL	SAN CARLOS	4/1/2010
EXCELL TECHNOLOGIES, INC.	1001	VARIAN	SAN CARLOS	5/14/2010
VERIZON WIRELESS-HWY 280/EDGEWOOD	#2	VISTA POINTE OF HWY 280	SAN CARLOS	11/25/2009
HAPPY DRAGON CHINESE RESTAURANT	626	WALNUT	SAN CARLOS	4/14/2009
ARTS FINISHING	911	WASHINGTON	SAN CARLOS	No Activity
UNITED REFRIGERATION INC	933	WASHINGTON	SAN CARLOS	12/4/2009
BIG OAK HARDWOOD FLOORS INC	934	WASHINGTON	SAN CARLOS	No Activity
VERIZON WIRELESS	1030	WASHINGTON	SAN CARLOS	11/25/2009
OK MACHINE & MANUFACTURING	1065	WASHINGTON	SAN CARLOS	3/4/2010

316 Total # of Facilities per City :

316

SCHEDULED FOR INSPECTION FY 2010-2011

Facility	Address		City	Last Insp.
STARBUCKS COFFEE CO	1187	SAN CARLOS	SAN CARLOS	11/2/2007
CELEBRATIONS FOR HIRE	796	EL CAMINO REAL	SAN CARLOS	1/4/2008
MID PEN WTR DIST-EXBOURNE PUMP STA	140	EXBOURNE	SAN CARLOS	2/29/2008
ORIGINAL BUFFALO WINGS	1065	HOLLY	SAN CARLOS	3/7/2008
WALGREENS CO	1414	EL CAMINO REAL	SAN CARLOS	5/13/2008
THOMAS JOHN EVENTS	1336	EL CAMINO REAL	SAN CARLOS	5/19/2008
INGLESIDE CAFE	920	EL CAMINO REAL	SAN CARLOS	6/18/2008
LA CORNETA	1147	SAN CARLOS	SAN CARLOS	6/19/2008
THE DEPOT CAFE	599	EL CAMINO REAL	SAN CARLOS	6/24/2008
THAI TIME	1240	EL CAMINO REAL	SAN CARLOS	6/25/2008
KAIGAN SUSHI RESTAURANT	773	LAUREL	SAN CARLOS	6/25/2008
CREOLA BISTRO	344	EL CAMINO REAL	SAN CARLOS	6/27/2008
SAN CARLOS CITY HALL	600	ELM	SAN CARLOS	7/8/2008
TAVA INDIAN BISTRO	560	EL CAMINO REAL	SAN CARLOS	7/18/2008
SAN CARLOS PUMP STATION	150	MONTE VISTA	SAN CARLOS	7/29/2008
PG&E SAN CARLOS SUBSTATION		BAYSIDE BLVD/WASHINGTON	SAN CARLOS	8/8/2008
SAN REMO ITALIAN FOOD	1152	SAN CARLOS	SAN CARLOS	9/12/2008
COWABUNGA CREAMERY	784	LAUREL	SAN CARLOS	10/10/2008
MEDITERRANEAN DELITE	1620	EL CAMINO REAL	SAN CARLOS	11/5/2008
BASKIN ROBBINS ICE CREAM	1648	EL CAMINO REAL	SAN CARLOS	11/5/2008
COFFEE AROMA	1261	SAN CARLOS	SAN CARLOS	11/14/2008
HENRY'S GARDEN RESTAURANT	1050	EL CAMINO REAL	SAN CARLOS	11/19/2008
DEVONSHIRE LITTLE STORE	20	DEVONSHIRE	SAN CARLOS	12/4/2008
NEW CANTON	1160	LAUREL	SAN CARLOS	12/4/2008
SIRAYVAH ORGANIC THAI CUISINE	366	EL CAMINO REAL	SAN CARLOS	12/5/2008
JERSEY JOES HOAGIES	21	EL CAMINO REAL	SAN CARLOS	12/17/2008
KABUL AFGHAN CUISINE	135	EL CAMINO REAL	SAN CARLOS	12/17/2008
ADEL MARKET	171	EL CAMINO REAL	SAN CARLOS	12/17/2008
NINOS RISTORANTE & PIZZERIA	621	LAUREL	SAN CARLOS	12/23/2008
LE BOULANGER	622	LAUREL	SAN CARLOS	1/2/2009
TAQUERIA MI RANCHITO	660	LAUREL	SAN CARLOS	1/2/2009
SKY KITCHEN	620	AIRPORT	SAN CARLOS	1/7/2009
THE OMLETTE HOUSE	66	EL CAMINO REAL	SAN CARLOS	1/7/2009
RUMI RESTAURANT	1179	LAUREL	SAN CARLOS	1/14/2009

CLOONEYS PUB	1189	LAUREL	SAN CARLOS	1/14/2009
OXFORD STREET CHINESE RESTAURANT	1195	LAUREL	SAN CARLOS	1/14/2009
LA HACIENDA	1377	LAUREL	SAN CARLOS	1/27/2009
SAFFRON INDIAN BISTRO	1143	SAN CARLOS	SAN CARLOS	2/12/2009
BURGER KING #10442	505	SKYWAY	SAN CARLOS	2/12/2009
DONUT DELITE	749	LAUREL	SAN CARLOS	3/3/2009
EQUITY OFFICE	999	SKYWAY	SAN CARLOS	3/4/2009
HOUSE OF BAGELS	605	LAUREL	SAN CARLOS	3/10/2009
SNEAKERS PUB & GRILL INC	1163	SAN CARLOS	SAN CARLOS	3/10/2009
EL CHARRITO TAQUERIA	1100	HOLLY	SAN CARLOS	3/17/2009
HOLLY MARKET	491	LAUREL	SAN CARLOS	3/17/2009
NARANJOS TAQUERIA #2	1494	EL CAMINO REAL	SAN CARLOS	3/18/2009
LUCKY	1133	OLD COUNTY	SAN CARLOS	3/19/2009
RICE GARDEN	1133	OLD COUNTY	SAN CARLOS	3/19/2009
PHARMACOFOR INC	75	SHOREWAY	SAN CARLOS	3/24/2009
INDUSTRIAL PLATING CO INC	803	AMERICAN	SAN CARLOS	3/26/2009
JUSTIN'S 76	90	EL CAMINO REAL	SAN CARLOS	3/31/2009
HAPPY DRAGON CHINESE RESTAURANT	626	WALNUT	SAN CARLOS	4/14/2009
CARLOS CLUB	612	EL CAMINO REAL	SAN CARLOS	4/16/2009
SCORE PIZZA	1105	SAN CARLOS	SAN CARLOS	4/16/2009
SIEDL STEEL INC	500	BRAGATO	SAN CARLOS	4/23/2009
SBC	537	LAUREL	SAN CARLOS	4/28/2009
IZZYS STEAKS & CHOPS	525	SKYWAY	SAN CARLOS	4/29/2009
PUDLEYS	774	EL CAMINO REAL	SAN CARLOS	4/30/2009
GANKO SUSHI FAST FOOD	1131	CHERRY	SAN CARLOS	5/1/2009
SAN CARLOS SHELL	500	EL CAMINO REAL	SAN CARLOS	5/5/2009
THE NEW PATIO	552	EL CAMINO REAL	SAN CARLOS	5/20/2009
AYA SUSHI	1070	HOLLY	SAN CARLOS	5/22/2009
COYOTES MEXICAN CANTINA	1037	LAUREL	SAN CARLOS	5/26/2009
OZUMA	894	LAUREL	SAN CARLOS	6/2/2009
BROILER EXPRESS	895	LAUREL	SAN CARLOS	6/2/2009
GRACIES DELECTABLES	902	LAUREL	SAN CARLOS	6/2/2009
BIANCHINI'S MARKET	810	LAUREL	SAN CARLOS	6/3/2009
YAN'S GARDEN	885	LAUREL	SAN CARLOS	6/3/2009
GLASS AVIATION	795	SKYWAY	SAN CARLOS	6/4/2009
THE ENGLISH ROSE	663	LAUREL	SAN CARLOS	6/5/2009
PLANTATION COFFEE ROASTERY	668	LAUREL	SAN CARLOS	6/5/2009

ANITAS GIFTS & THINGS INC	672	LAUREL	SAN CARLOS	6/5/2009
ORCHID ROOM	678	LAUREL	SAN CARLOS	6/5/2009
FRANS MERCEDES SVC	219	OLD COUNTY	SAN CARLOS	6/5/2009
SHACK BROS	639	QUARRY	SAN CARLOS	6/5/2009
JACK IN THE BOX #468-1	1100	EL CAMINO REAL	SAN CARLOS	6/10/2009
BEL AIR INTERNATIONAL	795	SKYWAY	SAN CARLOS	6/16/2009
MCDONALDS	180	EL CAMINO REAL	SAN CARLOS	6/18/2009
MAYNE TREE EXPERT CO	535	BRAGATO	SAN CARLOS	6/24/2009
WHOLESALE TRANSMISSIONS	905	CENTER	SAN CARLOS	6/24/2009
CREATIVE CABINETS	217	OLD COUNTY	SAN CARLOS	6/26/2009
RAMOS WOODWORKS INC	675	TAYLOR	SAN CARLOS	6/26/2009
RUBENS CUSTOM PAINTING	535	OLD COUNTY	SAN CARLOS	6/30/2009
KIEFER MACHINING	940	COMMERCIAL	SAN CARLOS	No Activity
FLEXTRONICS INTL USA INC	1000	COMMERCIAL	SAN CARLOS	No Activity
SMART CARE AUTO	400	EL CAMINO REAL	SAN CARLOS	No Activity
SUBWAY 32364	744	EL CAMINO REAL	SAN CARLOS	No Activity
BRITTAN AVE SHELL	1098	EL CAMINO REAL	SAN CARLOS	No Activity
NEW YORK PIZZA & PASTA	1340	EL CAMINO REAL	SAN CARLOS	No Activity
BEWESNICK PHO & CREPE	1065	HOLLY	SAN CARLOS	No Activity
QUIZNOS	990	INDUSTRIAL	SAN CARLOS	No Activity
STARBUCKS COFFEE CO	1135	INDUSTRIAL	SAN CARLOS	No Activity
CHIPOTLE MEXICAN GRILL, INC	1135	INDUSTRIAL	SAN CARLOS	No Activity
WING STOP	1135	INDUSTRIAL	SAN CARLOS	No Activity
ARTEMIS HEALTH INC	1531	INDUSTRIAL	SAN CARLOS	No Activity
CELLERANT THERAPEUTICS INC	1561	INDUSTRIAL	SAN CARLOS	No Activity
LAUREL ST CAFE	635	LAUREL	SAN CARLOS	No Activity
THE DOOR CHRISTIAN BOOKSTORE	787	LAUREL	SAN CARLOS	No Activity
VIVA LA VITA	788	LAUREL	SAN CARLOS	No Activity
HARMONY YOGURT, INC	852	LAUREL	SAN CARLOS	No Activity
MY BREAKFAST HOUSE	1137	LAUREL	SAN CARLOS	No Activity
AMAZING WOK	1655	LAUREL	SAN CARLOS	No Activity
MACK'S BBQ	1754	LAUREL	SAN CARLOS	No Activity
PENINSULA AUTO WORKS	217	OLD COUNTY	SAN CARLOS	No Activity
DALUSONG ENGINEERING	299	OLD COUNTY	SAN CARLOS	No Activity
ZACKO GROUP LLC	883	SAN CARLOS	SAN CARLOS	No Activity
CVS/PHARMACY #550	1324	SAN CARLOS	SAN CARLOS	No Activity
PERFORMEX MACHINING	963	TERMINAL	SAN CARLOS	No Activity

ARTS FINISHING	911	WASHINGTON	SAN CARLOS	No Activity
BIG OAK HARDWOOD FLOORS INC	934	WASHINGTON	SAN CARLOS	No Activity
BAJA FRESH MEXICAN GRILL	240	EL CAMINO REAL	SAN CARLOS	
Total # Scheduled FY 10-11	111	Total # of Facilities per City :	316	

City of San Carlos

Integrated Pest Management (IPM) Policy

January 12, 2004

GOAL

The City of San Carlos seeks to protect the health and safety of its employees and the general public, the environment and water quality, as well as to provide sustainable solutions for pest control, through the reduced use of pesticides on property owned or managed by the City/ to the maximum extent practicable.

RECOMMENDATIONS

Employees implementing pest management operations will use Integrated Pest Management (IPM) techniques that emphasize non-pesticide alternatives and, when necessary, employ the least toxic chemicals. Preference will be given to contractors who implement IPM. City departments and their contractors that apply pesticides will develop and maintain an active IPM Plan to ensure the long-term prevention and suppression of pest problems with minimum negative impacts on the health and safety of the community and environment. The City will track employee and contractor pesticide use and prepare an annual report summarizing pesticide use and evaluating pest control activities performed.

The City shall encourage pilot projects to demonstrate landscape and structural pest control alternatives, seeking to use the most recent technology, best management practices and least toxic methods for all pest control measures. Pilot projects should include an objective analysis of the effectiveness of the alternative techniques applied.

The City will review its purchasing procedures, contracts or service agreements with pesticide applicators and employee training practices to determine what changes can be made to support the goal of pesticide reduction and promote the purchase and use of the least harmful chemicals.

The City will perform educational outreach and/or support Countywide or regional efforts to educate residential and commercial pesticide users on a) goals and techniques of IPM, and b) pesticide related water quality issues.

BACKGROUND

Pesticides are defined as: any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest. Pests can be insects, rodents and other animals, unwanted plants (weeds), bacteria or fungi. The term pesticide applies to herbicides, fungicides, insecticides, rodenticides, molluscicides and other substances used to control pests. Antimicrobial agents are not included in this definition of pesticides. In general, the intent of antimicrobial agents is to reduce or mitigate the growth or development of microbial organisms. They are used to avoid health hazards and include in-door cleaning, spa and swimming pools, medical sterilizer and sanitizer products.

Integrated Pest Management (IPM) is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological

control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and nontarget organisms, and the environment.

IPM techniques could include biological controls (e.g., ladybugs and other natural enemies or predators); physical or mechanical controls (e.g., hand labor or mowing); cultural controls (e.g., mulching, discing, or alternative plant type selection); and reduced risk chemical controls (e.g., soaps or oils).

City of San Carlos owned or managed property includes but is not limited to parks and open space, roadsides, landscaped medians, flood control channels and other outdoor areas, as well as municipal buildings and structures.

CITY OF SAN CARLOS
SAN MATEO COUNTY, CALIFORNIA

**PARK LANDSCAPE MAINTENANCE AND
PARK JANITORIAL / SITE CLEANING SERVICE**

FY 2010-2011

SPECIFICATIONS AND CONTRACT DOCUMENTS



Prepared by:

Parks and Recreation Department
City of San Carlos
600 Elm Street
San Carlos, CA 94070
650-802-4144

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NOTICE INVITING SEALED BIDS

NOTICE IS HEREBY GIVEN that sealed bids are invited by the City of San Carlos, California for specifications to provide **PARK LANDSCAPE MAINTENANCE AND PARK JANITORIAL/SITE CLEANING SERVICE FOR THE CITY OF SAN CARLOS, CALIFORNIA.**

The City of San Carlos is requesting bids from properly licensed contractors for landscape maintenance in strict accordance with the specifications.

A Class C27 License is required for this project.

A mandatory pre-bid conference will be held April 29, 2010, at 11:00 a.m. at San Carlos City Hall, 600 Elm Street, Room 207, San Carlos CA, 94070.

The bid specifications and forms can be obtained from the City of San Carlos' website at <http://www.cityofsancarlos.org>, **City Clerk, Bids and RFP section**, and must be delivered to the Office of the City Clerk, City Hall, 600 Elm Street, San Carlos California, up to but not later than **2:00 p.m., on Tuesday, May 4, 2010.**

The City reserves the right to reject any and/or all bids received.

Information on Technical Data

Guy Wallace, Parks Superintendent

(650) 802-4144

e-mail: gwallace@cityofsancarlos.org

Information on Bid Process/Clarification

Christine Boland, City Clerk

(650) 802-4222

e-mail: cboland@cityofsancarlos.org

Dated: April 13, 2010

//s//CHRISTINE BOLAND
CITY CLERK OF THE CITY OF SAN CARLOS

BIDDER'S CHECKLIST
CITY OF SAN CARLOS / PARKS AND RECREATION DEPARTMENT

Did You:

- * ____ Complete and sign the "Current Business References" form.
- * ____ Sign the "Staffing Summary" form.
- * ____ Recheck your math on each item extension and total column. Do not superimpose numerals on your bid forms. If erasures or interlineations appear on your bid form, they must be initialed by the person preparing the bid.
- * ____ Review all clarifications/questions/answers on the City's website at www.cityofsancarlos.org.
- * ____ Include with bid, name and e-mail address for City contact.
- * ____ Submit one (1) ORIGINAL and four (4) COPIES of all bid documents.
- * ____ Deliver sealed bid to City Hall, City Clerk's Office (2nd floor), 600 Elm Street, San Carlos, CA 94070, before **May 4, 2010, at 2:00 p.m.** Sealed bid shall be marked "Bid" and indicate project name and bid opening date.

Please note that some overnight delivery services do not deliver directly to the City Clerk's Office. This could result in the bid arriving in the City Clerk's Office after the bid opening deadline and therefore not being accepted.

**A) REQUEST FOR SEALED BID TO PROVIDE PARK LANDSCAPE
MAINTENANCE AND PARK JANITORIAL/SITE CLEANING**

B) MAY 4, 2010

Contact the Parks and Recreation Department immediately if any portion is missing.
Phone (650) 802-4421.

- If not completed as required, your bid may be voided.

This form is for your information only and does not need to be submitted with your bid.

SECTION 1**CITY OF SAN CARLOS
PROPOSAL BID FORM****PARK MAINTENANCE**

Item No.	Location	Acre	Rate Per Acre	Rate Per Month	Rate Per Year
1	Arguello Park	4	\$	\$	\$
2	Burton Park (Specialty sport field)	10.33			
3	Cedar Park	.33	\$	\$	\$
4	Civic Center	10	\$	\$	\$
5	Corporation Yard	.5	\$	\$	\$
6	Crestview Park (Specialty sport field)	7	\$	\$	\$
7	Heather Dog Run	1.5	\$	\$	\$
8	Hillcrest Circle Park	.2	\$	\$	\$
9	Highlands Park (Specialty sport field)	11.25	\$	\$	\$
10	Laureola Park	2.6	\$	\$	\$
11	Laurel Street Park	.5	\$	\$	\$
12	San Carlos Avenue Park	.3	\$	\$	\$
TOTAL ACREAGE		48.51			

**CITY OF SAN CARLOS
PROPOSAL BID FORM**

PARK RESTROOM MAINTENANCE

Item No.	Location	Rate Per Month	Rate Per Year
1	Arguello Park (2 restrooms)	\$	\$
2	Burton Park (Specialty sport field) (4 restrooms)	\$	
3	Crestview Park (Specialty sport field) (2 restrooms)	\$	\$
4	Highlands Park (Specialty sport field) (2 restrooms)	\$	\$
5	Laureola Park (2 restrooms)	\$	\$

**CITY OF SAN CARLOS
PROPOSAL BID FORM
MEDIAN and OPEN SPACE MAINTENANCE**

Item No.	Location	Acre	Rate Per Acre	Rate Per Month	Rate Per Year
1	El Camino Real	1.0	\$	\$	\$
2	Rail Road Grade Separation	2.0	\$	\$	\$
3	Industrial Road	.3	\$	\$	\$
4	Laurel Street 600-800 blocks	.3	\$	\$	\$
5	San Carlos Avenue	.1	\$	\$	\$
6	Arguello Open Space	17	\$	\$	\$
7	Big Canyon Park	16	\$	\$	\$
8	Eaton Park	66.2	\$	\$	\$
9	Chilton Park (open space)	1.6	\$	\$	\$
10	Crestview lot	5.0	\$	\$	\$
11	Vista Park	3.8	\$	\$	\$
--	--	Square Feet	--	--	--
12	Rockridge Road	2,500	\$	\$	\$
13	Granite Court	3,000	\$	\$	\$
14	Pine Ave. Island	1,000	\$	\$	\$
15	Alameda at San Carlos Ave.	1,000	\$	\$	\$
16	Magnolia Ave. at Chestnut St.	2,500	\$	\$	\$
17	Lupin Way	22,000	\$	\$	\$
18	Morse Blvd. at Elm St.	3,000	\$	\$	\$
19	Howard Ave. at Dayton Ave.	200	\$	\$	\$
20	Sherwood Drive	1,500	\$	\$	\$
21	Prospect St. at Cedar St.	2,500	\$	\$	\$
22	Hill Way	2,500	\$	\$	\$
23	Belle Ave.	2,100	\$	\$	\$
24	Holly Street entry	200	\$	\$	\$
25	Wheeler Plaza	10,000	\$	\$	\$
26	Davis Plaza	10,000	\$	\$	\$
27	Gover Lane	1,500	\$	\$	\$
28	Rosek	3,000			
TOTAL ACREAGE AND RATES		114.5			

CITY OF SAN CARLOS
EXTRA WORK UNIT WORK COSTS FOR ADDITIONS AND DELETIONS
PARK MAINTENANCE

Item	Description	Unit Cost	Unit
I TURF MAINTENANCE			
1	Mowing	\$	Acre
2	Edge and trim	\$	LF
3	Fertilization	\$	Acre
4	Aerification		Acre
	¾" X 6" hollow core	\$	
	1" x 10" hollow core	\$	
5	Verticutting (dethatching)	\$	Acre
6	Pre-emergent herbicide (Broadspectrum)	\$	Acre
7	Post-emergent herbicide	\$	Acre
8	Pest control	\$	Acre
9	Irrigation		Acre Acre
	a. Repairs	\$	
	b. Installation	\$	
II PLANT MATERIAL (INSTALLED)			
10	Seeded turf		
	Innerseeded with Perennial Rye-Disc/Drill Method	\$	SF
	Overseeded with Perennial Rye	\$	SF
	Innerseeded with Bermuda-Disc/Drill Method	\$	SF
	Overseeded with Bermuda	\$	SF
11	Sodded turf		
	Standard – Fescue	\$	SF
	Standard – Hybrid Bermuda	\$	SF
	400 sq. ft. roll – Hybrid Bermuda	\$	SF
12	Stolonized turf – Hybrid Bermuda	\$	SF
III WEED ABATEMENT (LABOR, EQUIPMENT & MATERIALS)			
13	Tractor drawn disc	\$	Acre
14	Hand work/string trimmer	\$	Acre
15	Flail mowing	\$	Acre
16	Pre-emergent herbicide (Broadspectrum)	\$	Acre
17	Post-emergent herbicide	\$	Acre

IV BULK MATERIALS (LABOR, EQUIPMENT & MATERIALS TO INSTALL)			
18	"Infield Mix" decomposed granite Less than 12 CY Greater than 12 CY	\$ \$	CY CY
19	Uniform wood chips for playground Less than 12 CY Greater than 12 CY	\$ \$	CY CY
20	Planting bed mulch (4" grind) Less than 12 CY Greater than 12 CY	\$ \$	CY CY
21	Top Dressing	\$	1/8"
V EQUIPMENT (4-HOUR MINIMUM WITH OPERATOR)			
22	Skiploader	\$	Hour
23	Sod cutter	\$	Hour
24	Air compressor/jackhammer/200' hose	\$	Hour

**SECTION 2
GENERAL REQUIREMENTS
PARK TURF MAINTENANCE**

2.1 Scope of Work

The City reserves the right to reject any and all bids, or any part of any bid

The scope of work to be done consists of furnishing all materials, tools, labor and incidentals as required by the Contract Documents, General Requirements, and Specific Requirements for the above stated project.

Contractor shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing landscape maintenance services of the type specified herein.

Where the Plans or Specifications describe portions of work in general terms, but not in complete detail, it is understood that the item is to be furnished and installed complete and in place and workmanship of the first quality is to be used. Unless otherwise specified, the Contractor shall furnish all labor, materials, tools, equipment, and incidentals and do all the work involved in executing the contract.

2.1.1 EMERGENCY NUMBERS AND CALL-OUT PROCEDURE

- 2.1.1.1 The Contractor shall have the capability to receive and to respond immediately to calls of an emergency nature during normal working hours. Calls of an emergency nature received by the City shall be referred to the Contractor for immediate disposition.

In the event that emergency work is required, the Contractor shall notify the Parks Superintendent, or his representative, by telephone in advance before any emergency work is commenced. Non-emergency maintenance work requires written approval before the work is performed.

- 2.1.1.2 The Contractor shall supply the City with name(s) and phone number(s) of responsible person(s) representing the Contractor for twenty- four (24)-hour emergency response, seven (7) days per week. The Contractor shall be available via voice mail, pager, or answering service for emergency response. The above-mentioned information shall remain current at all times. Any changes shall be forwarded to the City in writing within twelve (12) hours of any such change. Failure to maintain current emergency information shall result in a Two Hundred Dollars (\$200) penalty for each occurrence. Failure to respond back to City Representative within thirty- (30) minutes of page shall result in a Two Hundred Fifty Dollars (\$250) fine, per occurrence, during working hours, \$200 fine, per occurrence during after-hours.

- 2.1.1.3 **Emergency response defined:**
As per Park Superintendent and Landscape Inspector(s)
By prior agreement
As public health/safety matters

Public health/safety matters include, but are not limited to, broken water mains, stuck valves, threat to private property resulting from the responsible Contractor's operations, fallen trees, natural disasters, etc.

2.1.1.4 NON-EMERGENCY CALL-OUTS

Time and materials shall be charged for payment on a separate purchase order and pre-approved by City.

2.2 Supervision and Skills

The Contractor shall assign a supervisor working regular working hours for the duration of this Contract. He/She shall have a minimum of seven (7) years experience in landscape maintenance supervision. The Contractor, or staff, should have expertise and experience in turf management, entomology, pest control, soils, fertilizers, plant identification, park facilities, and irrigation system maintenance. Supervisor shall be capable of communicating effectively both in written and spoken English and background must include experience in projects of the type found in the City of San Carlos. **The Contractor shall outfit all supervisors and acting supervisors** with a portable personal communication device capable of transmitting and receiving phone calls from anywhere (not a calling card).

2.3 License and Permits

The Contractor shall have and maintain a valid C-27 Contractor's license. All applications of chemical controls, i.e., herbicides and pesticides, shall be done in compliance with governmental requirements. Applications of such materials shall be done by personnel licensed by the State of California, Department Pesticide Regulation. Contractor will obtain any permits required by local governmental agency for the use of special chemicals.

2.4 Dress Code and Appearance

All Contractors' personnel shall be required to wear uniforms bearing company name while on the project. Sufficient uniform changes shall be provided to present a neat and clean appearance of personnel at all times. Uniform shall consist of a shirt and jacket with company name and employee name. Failure to comply shall result in a deduction of \$100 per occurrence per day.

2.5 Hold Harmless Clause

All officers, agents, employees, subcontractors, their agents, officers, and employees who are hired by or engaged by the Contractor in the performance of this Agreement shall be deemed officers, agents, employees, and subcontractors of the Contractor and the City shall not be liable or responsible to them for anything whatsoever other than the liability to the Contractor as set forth in this Agreement.

The Contractor shall defend and hold harmless the City from all claims, lawsuits, causes of action, damages, penalties, attorney's indemnify fees, consultant's and expert's fees and costs arising directly or indirectly as a result of the Contractor's performance or nonperformance of the project, regardless whether any act or omission complained of is authorized, allowed, or prohibited by the Specifications in the Contract, except to the extent such damages or penalties arise out of or are caused by the intentional act or omission of the City, or its officers, employees or agents. Upon demand of the City, made by and through the City Attorney, the Contractor shall appear in and defend the City and its officers, employees, and agents in any legal action, whether judicial, administrative or otherwise arising out of the performance or nonperformance of the project.

2.6 Special Requests

The Contractor may be requested by the Parks Supervisor or Parks Superintendent to perform special tasks, which are above his normal scheduled work (i.e., citizen action requests, coordination with utility locations or special work orders relative to City functions). It is intended that the Specifications are indicative of the work to be anticipated by the Contractor and will allow for reasonable additional work at no additional cost to the City which is considered normal maintenance to meet the objectives and criteria.

In the event the Contractor is required by the City and agrees to perform extra work, the following procedure shall govern such work:

When required by City Representative, an estimate of cost will be submitted for approval prior to work being done. The Contractor shall maintain records sufficient to distinguish the direct cost of other operations. He shall furnish reports of extra work on forms furnished by the Contractor, itemizing all costs for labor, materials, and equipment rental. The report shall include hours worked. The following procedure will govern such extra work:

- 2.6.1 Work will be executed under the direction of the City on a time-and- materials basis or an agreed lump sum price depending on the nature of the work.
- 2.6.2 City will issue a work request for such extra work to be performed.
- 2.6.3 Extra work will not be initiated without written authorization, except in emergency call-out situations.
- 2.6.4 Extra work may include, but not be limited to, the following:
 - 2.6.4.1 Replacement of plant materials due to failures beyond the Contractor's control.
 - 2.6.4.2 Additional treatment required for planting or soil as not set forth specifically in this Specification.
 - 2.6.4.3 Soil or plant testing, Fertilization, aeration, application of pesticides/herbicides, irrigation, over seeding and turf renovation.
 - 2.6.4.4 Remedial landscaping.
 - 2.6.4.5 Repairs or replacements due to vandalism or Acts of God.
- 2.6.5 Submittals for Extra-Work Authorization shall include the following:
 - 2.6.5.1 Complete itemized price for all labor and materials.
 - 2.6.5.2 Proposed schedule and completion date.

2.7 Project Inspections

Upon request, the Contractor or his representative will walk the project with the City representative, or the Parks Superintendent, for the purpose of determining compliance with the Specifications or to discuss required work. Contractor representative must be authorized to sign documents and effect changes to the job. Typically, the inspections are weekly and require the presence of, at a minimum, the contractor's supervisor and foreman.

2.8 Safety

Contractor shall be responsible for providing a safe work place, and compliance with standards and regulations of the California Occupational Safety and Health Act (CalOSHA), Federal Occupational Safety and Health Act (OSHA), California Division of Industrial Safety Orders (CDIS), State of California Manual of Traffic Controls, California Department of Food and Agriculture (CDFA) Laws and Regulations, and any other applicable governmental law or City risk management standards. Non-Compliance with previously mentioned standards and regulations will result in a deficiency or performance deduction.

2.9 Traffic Control

The Contractor shall notify local authorities of this intent to begin work at least five (5) days before work is begun. The Contractor shall cooperate with local authorities relative to handling traffic through the area and shall make his own arrangements relative to keeping the working area clear of vehicles. The Contractor shall obtain an encroachment permit, if required, for any partial or complete lane closure.

When entering or leaving roadways carrying public traffic, the Contractor's equipment, whether empty or loaded, shall in all cases yield to public traffic.

The Contractor shall make every effort to keep commercial driveways open during working hours. After working hours, all driveways shall be accessible with smooth and safe crossings through the construction area (State of California Traffic Manual or WATCH Book). Lighted sign or arrow board will be required as needed.

2.10 The City's Right To Do Work

The City reserves the right to do work as required within the contract area. If such alterations affect the provision of this Agreement, the Contractor will be asked to submit a cost as a result of the alterations.

2.11 Cooperation and Collateral Work

- 2.11.1 The Contractor shall recognize that during the course of the contract other activities and operations will be conducted by the City and other contractors. These activities will include but are not limited to: landscape refurbishment, irrigation system modification or repair, construction, and storm related operations.
- 2.11.2 The Contractor may be required to modify or curtail certain operations and shall promptly comply with any request by the City Parks Supervisor to cooperate.
- 2.11.3 It is possible that the extent of these requests may cause additional expense to the Contractor. Payment for any additional expense will be made in accordance with Extra Work.

2.12 Nonperformance

- 2.12.1 If the Parks Superintendent or designated representative does not approve of the performance of the Contractor, a formal written report will be required from the Contractor. Based upon the formal written report and such other facts the Director/representative may gather, it may be determined that the Contractor has not performed the work satisfactorily under the provision of this contract, and the Contractor may not be paid for the period of "noncompliance." This pro-rated amount for each day shall be based on the Unit Work Costs for (Additions and Deletions) Extra Work.
- 2.12.2 In case of termination by the City for nonperformance, the City may contract or cause to be done any work not completed at the time of the termination, and the Contractor shall pay for such work.
- 2.12.3 If a noncredit status is imposed due to the Contractor's non-performance and/or noncompliance to the Specifications and requirements and provisions contained herein or any other work applicable under this contract, it is agreed that the City withhold payment or partial payment of any and all invoices submitted by the Contractor for such period. This provision shall have no effect on any other rights the City may have under this contract.

2.13 Notice Requirements

Notice shall be deemed to have been given by either party by posting of a registered letter or the sending of a telegram to the business address of the other party.

2.14 Protection of Property During Inclement Weather

- 2.14.1 During periods of storms, the Contractor will provide supervisory inspection of the project during regular working hours to prevent or minimize possible damage from inclement weather. The Contractor shall submit a report identifying any storm damage to the City's representative attached to a site map identifying location of damage and cost estimate to repair/replace. If remedial work is required beyond the scope of this contract, it shall be paid for as Extra Work.
- 2.14.2 It is the Contractor's responsibility for removing debris accumulated by high winds or other typical or non-typical environmental conditions. Contractor shall be responsible for the removal of minor silt and debris from athletic fields, V-ditches, adjacent inverts, and storm drains.

2.15 Protection of Existing Facilities and Structures

The Contractor shall exercise due care in protecting from damage all existing facilities, structures, and utilities both above surface and underground on the City's property. Any damage to City property deemed to be caused by the Contractor's neglect shall be corrected or paid for by the Contractor at no cost to the City.

If the City requests or directs the Contractor to perform work in a given area, it will be the Contractor's responsibility to verify and locate any underground systems, (i.e., utility lines). This does not release the Contractor of the responsibility for taking reasonable precaution when working in these areas. Any damage or problems shall be reported immediately to the City.

2.16 City Liaison

The City representative and/or Parks Supervisor, and the Contractor's representative will meet on a weekly basis. The purpose of this meeting will be to discuss specific project issues. More frequent contact may be required between the Parks Supervisor and the Contractor's representative separately from these meetings.

2.17 Method of Payment

The Contractor shall present, for the previous month, monthly invoices for contracted monthly amount. Included with monthly billing will be the work functions accomplished during that period, other than what is indicated on the Maintenance Schedule (i.e. fertilization, pest control, etc.).

Send monthly invoices to:

City of San Carlos
Parks Division
1000 Bransten Road
San Carlos, CA 94070

The monthly invoice amount is the amount set forth in Bid Proposal form submitted.

2.18 Contractor Neglect

Any damage to the City's property, which has been determined to be due to the Contractor's neglect, shall be corrected at no additional cost to the City. Loss of plant material due to improper care is also included.

2.19 Scheduling of Operations

Normal work hours are from 7:00 a.m. to 4:00 p.m., Monday through Friday. The Contractor shall perform his work at such times as to minimize disturbance or interference to resident convenience, school activities, pedestrian or vehicle circulation. Examples of this would be early morning mowing, children walking to school or at recess, City sponsored events or irrigation checks, etc. The Contractor shall submit a weekly Maintenance Schedule describing maintenance operations and when work (including extra work) is to be scheduled. Schedule shall be submitted prior to starting any maintenance operations. All forms and schedules shall be of a format supplied by, or approved by the City.

2.20 Equal Opportunity Clause

Contractor shall not discriminate in his recruiting, hiring, promotion, demotion or termination practices on the basis of race, religious creed, color, national origin, ancestry, sex, age or physical handicap in the performance of this Agreement and shall comply with the provisions of the State Fair Employment Practices Act as set forth in part 4.5 of the Division 2 of the California Labor Code; the Federal Civil Rights Act of 1964, as set forth in Public Law 88-352, and all amendments thereto; Executive Order No. 11246; and all administrative rules and regulations issued pursuant to such acts and order.

2.21 Prevailing Wages

Bidder must agree to abide by the requirements under Section 1773 of the Labor Code of the State of California for prevailing wages.

2.22 Unauthorized Aliens

Contractor hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act (8 U.S.C.A. 1101, et seq.), as amended; and, in connection therewith, shall not employ unauthorized aliens as defined therein. Should Contractor so employ such unauthorized aliens for the performance of work and/or services covered by this contract, and should the Federal Government impose sanctions against the CITY for such use of unauthorized aliens, Contractor hereby agrees to, and shall, reimburse City for the costs, including attorney's fees, incurred by the City in connection therewith.

2.23 Background Check

The contractor must arrange for criminal background checks of all personnel assigned to perform work or supervision in conjunction with this contract, to include fingerprinting. The contractor shall review the results of these security checks and persons employed by the contractor who are found unsatisfactory shall not perform work on this contract. This shall include any subcontractors.

2.24 Dismissal of Unsatisfactory Employees

Contractor shall only furnish workers who are competent and skilled for work under this contract. If, in the opinion of the Parks Supervisor, an employee of the Contractor is incompetent or disorderly, refuses to perform in accordance with the contract specifications, threatens or uses abusive language while on City property, or is otherwise unsatisfactory, that employee shall be removed from all work under this contract. Contractor shall meet with the Parks Supervisor to consider the appropriate course of action with respect to such matters, and Contractor shall take reasonable measures under the circumstances to assure the Supervisor and City staff that the conduct and action of Contractor's employees will not be detrimental to the interest of the City of San Carlos or its facilities.

2.25 Sound Control Requirements

The Contractor shall comply with all local sound control and noise level rules, regulations, and ordinances, which apply to any work performed pursuant to the Contract.

Each internal combustion engine used for any purpose on the job or related to the job shall be equipped with a muffler of a type recommended by the manufacturer of such equipment. No internal combustion engine shall be operated on the project without said muffler.

Full compensation for conforming to the requirements of this section shall be considered as included in the prices paid for the various contract items of work involved and no additional compensation will be allowed therefore.

2.26 Construction Maintenance Equipment Vehicles

The Contractor shall take all necessary precautions for safe operation of his equipment and the protection of the public from injury and damage from such equipment. All equipment deemed by Parks Supervisor or Parks Superintendent to be unsafe, in disrepair, or unsatisfactory shall be repaired or replaced immediately. All vehicles shall have the Contractor's name clearly visible.

2.27 Commencement Date

The Contractor shall begin work within fifteen (15) working days from the date the City sends written Notice To Proceed. The date of the written notice shall be the first day of the twelve (12) month Maintenance Contract.

2.28 Award of Contract

The award of the contract, if it is awarded, will be to the lowest responsible firm whose proposal complies with all the requirements described. All proposals will be compared on the basis of the City's estimate of quantities of work to be done.

2.29 Term of Contract

Initial contract period shall be for twelve months, renewable annually thereafter for four (4) consecutive one-year periods, at the City's option, and upon mutually agreeable terms. Contract shall begin no later than 15 days from the awarded contractor's receipt of annual contract.

2.30 Contract Prices

Contract prices shall be fixed for the initial twelve month period and any extension shall be for a cost negotiated upward or downward on the basis of the differences in the Consumer Price Index of all urban consumers for the San Francisco-Oakland-San Jose area as published by the United States Department of Labor index for the current contract year. No adjustment shall exceed 5% per year.

2.31 Additions/Deletions to City Park Areas

Changes in the areas to be maintained may be made as the City accepts new areas and/or relinquishes currently maintained areas.

Any and all such changes shall only be made upon written notification in the form of a Change Order which shall clearly state the effective date of the change. The City reserves the right to delete any site of the contract area with thirty (30) days written notice.

2.32 Additions/Deletions to City General Maintenance Requirements and Specifications

The City reserves the right to make additions, deletions, revisions, and/or otherwise modify the General Maintenance Requirements. Any changes in the Specification that causes the Contractor to suffer additional expenses may be negotiated upon written justification.

2.33 Administration

2.33.1 Periodic Services

2.33.1.1 The Periodic Services / Maintenance Schedule, which is provided in these documents, indicates the time frames when items of work shall be accomplished.

2.33.1.2 The Contractor shall submit revised schedules when actual performance differs substantially from planned performance.

2.33.2 Reports and Schedules

- 2.33.2.1 The report and schedule forms, provided herein, indicate the major items of work and further delineate the time frames for accomplishment.
- 2.33.2.2 The Contractor shall provide and complete a schedule for each item of work and each area of work.
- 2.33.2.3 The initial schedule shall be submitted on or by the effective date of the Contract. Thereafter it shall be submitted on the day agreed upon by the Contractor and the Parks Supervisor.
- 2.33.2.4 Failure to supply the weekly work schedule shall result in the deduction and forfeit of One Hundred Dollars (\$100) from payments to the Contractor for every calendar day the reports or schedules are not received.
- 2.33.2.5 Changes to the schedule shall be received by the Parks Supervisor at least twenty-four (24) hours prior to the scheduled time for the work.
- 2.33.2.6 Failure to notify of a change and/or failure to perform an item of work on a scheduled day will result in deduction of payment for that date or work even though the work is performed on a subsequent day.
- 2.33.2.7 The Contractor shall adjust his schedule to compensate for all City-observed holidays.

January 1	New Year's Day
Third Monday in January	Martin Luther King's Birthday
Third Monday in February	President's Day
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
November 11	Veteran's Day
Fourth Thursday in November	Thanksgiving Day
Friday after Thanksgiving	
December 25	Christmas Day

2.33.3 Performance during Inclement Weather

- 2.33.3.1 During the periods when inclement weather hinders normal operations, the Contractor shall adjust his work force in order to accomplish those activities that are not affected by weather.
- 2.33.3.2 The prime factors in assigning work shall be the safety of the work force and damage to landscaping, in that order.
- 2.33.3.4 Failure to adjust the work force to show good progress on the work may result in deduction of payments.

2.33.3.5 During periods of inclement weather, (i.e., excessive rainfall), Contractor shall be responsible for removing water from all area drains, the removal of minor silt and debris from sports fields and perimeter area, and keeping all drainage facilities clear and in operating condition.

2.33.4 **Performance on Schedule**

2.33.4.1 The Contractor has been provided the latitude in establishing work schedules, which correspond to City-defined minimum personnel and equipment resource requirements. The Contractor has also been provided the opportunity and procedure for adjusting those schedules to meet special circumstances. Therefore all work shall be completed on the day scheduled (as submitted on the schedule). All schedules shall be pre-approved by Parks Supervisor or Parks Superintendent.

2.33.4.2 Failure to complete the work as scheduled or as specified herein will result in the following actions:

2.33.4.3 The sum of Two Hundred Dollars (\$200) per day will be deducted from payments to the Contractor for each instance where an item of work is not completed in accordance with the Schedule or Specifications.

2.33.4.3.1 **Deficiencies:** an additional amount equal to the costs incurred by completion of the work by an alternate source, whether it is City forces or separate private contractor, even if it exceeds the Contract Unit Price will be deducted.

2.33.4.3.2 These actions shall not be construed as penalty but as adjustment of payment to the Contractor for only the work actually performed or as the cost to the City for inspection and other related costs from the failure by the Contractor to complete the work according to Schedule.

2.33.5 **Deficient Performance**

2.33.5.1 The Contractor shall be notified verbally or in writing each time performance is unsatisfactory and corrective action is necessary.

2.33.5.2 The Contractor shall complete corrective action within the following time frames subsequent to verbal notification:

2.33.5.2.1 Public Health and Safety issues (Risk Management) shall be corrected immediately upon notification from City Parks Supervisor.

2.33.5.2.2 Failure to provide adequate equipment resources in compliance with City Specifications, and as directed by Parks Superintendent will result in a deficiency deduction of up to Two Hundred Fifty Dollars (\$250) per day, per instance.

2.33.5.3 Failure to correct the deficiency within the time specified shall result in the deduction of payment as provided on Payment Deduction Schedule.

2.33.5.4 Failure to comply with conditions, specifications, schedules and directives from Parks Supervisor or Parks Superintendent will result in a deficiency deduction of Two Hundred Fifty Dollars (\$250) per instance.

- 2.33.5.5 Failure to perform cleanup, edging, mowing, weed control, pest control, in an approved, professional manner will result in a deficiency deduction of Two Hundred Dollars (\$200) per day.
- 2.33.5.6 Failure to respond to a page during working hours within thirty (30) minutes will result in a Two Hundred Fifty Dollars (\$250) deficiency per occurrence.
- 2.33.5.7 Failure to comply with water restrictions imposed by Local Water Authorities will result in a deficiency deduction of Two Hundred Fifty Dollars (\$250) per occurrence. In addition, the Contractor shall be responsible for all other imposed penalties by Water Authorities, which are relative to Contractor neglect.

SECTION 3 SPECIAL REQUIREMENTS PARK MAINTENANCE

3.1 Scope of Work

This specification establishes the standard for the maintenance of the areas for the City of San Carlos.

The quality of maintenance will continue to be evaluated for satisfactory progress and acceptance of these services. The Contractor's prime responsibility will be to integrate innovative and progressive elements of high landscape maintenance standards and the objectives as set forth in this Specification.

The Contractor shall furnish all labor, equipment, materials, tools, services, and special skills required to perform the landscape maintenance as set forth in this Specification and in keeping with the highest standards of quality and performance, as well as safe work practices and traffic controls.

Maintenance of the landscape shall include, but not be limited to: cleanup, edging, mowing, weed control and pest control. It is the intent to schedule maintenance to keep the sites in a state of healthy vigorous growth.

Weekly services include but are not limited to:

- Mowing – mulching is acceptable, although any unsightly clumps must be removed
- Edging – an edger with a blade must be used, not a weed eater
- Trash pick-up (Monday [required], Wednesday, Friday, [typical]) including lawn, pathway areas, basketball court, concrete pads, play equipment area and trash receptacles (minimum three times per week). Trash and yard waste can be disposed of at the Public Works Corporation Yard, 1000 Bransten Road. Dog waste must also be removed from parks and landscape areas.
- Maintenance pruning
- Weed control
- Plant and groundcover maintenance
- Minor repair and adjustment of irrigation
- Fertilize as per specifications

3.2 Description of Work

Area/Maintenance Service Changes - The City reserves the right to add, delete or change areas and/or maintenance services under this contract and may do so upon giving written notification to Contractor. If these changes cause an increase or a reduction in the maintenance costs of this contract, said costs shall be adjusted and, when agreed upon, incorporated into this contract. Contractor shall receive documentation from the Parks and Recreation Department regarding any amendments.

Contractor shall check concrete areas, sidewalks, curbs, brick and retaining walls, etc., for cracks, crevices, graffiti and deterioration and shall report immediately any deterioration or graffiti to the Parks Supervisor or his designee.

3.3 Interference with Public Use

Contractor shall not interfere with the public use of the premises and shall conduct its operations as to offer the least possible obstruction and inconvenience to the public or disruption to the peace and quiet of the area within which the services are performed

3.4 Schedule of Proposal Items – Routine Maintenance

Proposals:

All park sites are to be proposed separately. The price shall include all provisions of park maintenance services as specified within the contract made on a per year basis. Your proposal will be evaluated on the total proposal for all proposal purposes.

NOTE: PROPOSAL AMOUNTS MUST BE ENTERED FOR EACH PARK. FAILURE TO PROVIDE A PROPOSAL AMOUNT FOR ANY ITEM WILL BE CONSIDERED NON-RESPONSIVE AND WILL RESULT IN DISQUALIFICATION WITHOUT RECOURSE.

3.4.1 Graffiti and Vandalism

- 3.4.1.1 All graffiti and vandalism must be documented and reported immediately to the Parks and Landscape Maintenance Manager. The Contractor is responsible for repairing minor items of graffiti or vandalism as part of the base proposal ("minor" repairs are those for which the material replacement costs are under \$500). If the material replacement cost exceeds \$500, Contractor will submit the estimated cost of repair to the Parks and Landscape Maintenance Manager. The Parks and Landscape Maintenance Manager may approve repairs over \$500 as Extra Work. If the cumulative total of these minor repairs exceed \$5,000 in any contract year, additional repairs will be treated as Extra Work.
- 3.4.1.2 For painted surfaces, the City will provide contractor with the appropriate color match information.
- 3.4.1.3 Any vandalism that results in damage to any play equipment or play structure which presents a safety hazard shall be immediately barricaded and reported to the Parks and Landscape Maintenance Manager. The City shall be responsible for the cost of repairing any damage to any play equipment or play structure and shall perform such repairs.

3.5 Turf Maintenance

3.5.1 General

- 3.5.1.1 The Contractor shall be responsible for providing all labor and materials necessary for the cleanup, mowing, edging, and cleanup of all Park Turf including sports fields. Since sports fields are high use facilities, maintenance operations must be performed during active seasonal play, and in some instances, during short breaks in athletic scheduling to accomplish required turf care. The Contractor shall provide additional labor as required to accomplish these tasks.

3.5.2 Mowing

3.5.2.1 **General turf** will require mowing once per week during the period of March 1 to November 1 and once every other week during the period November 2 to February 28.

3.5.2.2 **Specialty Sports fields** will require mowing two times per week during the period of March 1 to November 1 and once per week during the period of November 2 through February 28. There are 3 sport fields that need to adhere to this requirement and they are located at Burton, Crestview and Highlands Parks.

Cut cool season turf grass 2½" during warm season and reduce to 2" during winter or cooler seasons.

In warm seasons, common Bermuda shall be mowed to not exceed 1", hybrid Bermuda ½" to ¾". Mixed turf grasses will be cut at Parks Supervisor's recommended height. This will depend on a site-by-site evaluation as necessary. Avoid removing more than one-third of the leaf area blade at any one time.

Turf in this Contract shall be mowed with power-propelled mowers equipped to mow and collect clippings in one operation. Rotary mowers shall be used to mow Tall Fescue or other cool-season turf areas. Reel mowers, with hydraulically driven reels, will be required to mow any Bermuda grass areas.

Parks Superintendent may allow mowing without the attached collection device, to recycle organic material into the soil, providing the machine is equipped with approved safety features. The mowers shall be maintained and sharpened to provide a smooth, even cut without tearing of the leaf blade. The reel or blade adjustment shall provide a uniform, level cut without ridges or depressions.

Avoid damage to trees and other obstacles located within the turf areas, such as electrical boxes or fixtures.

Do not mow areas where the soil is over-saturated. Alternate mowing patterns whenever possible to prevent wheel ruts. If ruts are made, contractor will make repairs to the facility at their expense.

3.5.3 Mechanical Edging

3.5.3.1 Edging Frequency shall be the same as mowing.

All, turf edges, including designed edges in flowerbeds, shall be kept neatly edged and all grass invasions must be eliminated.

All turf edges, including but not limited to; sidewalks, patios, drives, curbs, shrub beds, flowerbeds, groundcover beds, around tree bases, and ponds shall be edged to a neat and uniform line.

Mechanical edging of turf shall be completed as one operation in a manner that results in a well-defined, V-shape edge that extends into the soil. Such edging shall be done with a power edger with a rigid blade.

All turf edges shall be trimmed or limited around: sprinklers to provide optimum water coverage, valve boxes, meter boxes, backflow devices, park equipment and other obstacles.

Walkways shall be cleaned immediately following each mechanical edging to remove accumulated debris and limit hazardous conditions.

3.6 Pest Control of Turf

3.6.1 Disease, Noxious Weeds, Pest Infestations

Contractor shall conform to the City of San Carlos's Integrated Pest Management (IPM) policy. Utilize pest management techniques that employ least toxic chemicals and non-pesticide alternatives. Provide a copy of pest control recommendations for the City of San Carlos's property. Provide an annual record of total pesticide used on City properties covered by this agreement, and complete an annual City-provided pest management survey.

The City desires to investigate alternatives to the use of certain pesticides. Consult with the Parks and Landscape Maintenance Superintendent or designee prior to using any of the following products: copper-based formulations, organophosphates (OP); synthetic pyrethroids; carbamates, or fipronil.

3.6.1.1 General

The Contractor shall provide complete and continuous control and/or eradication of all plant pests and diseases. The Contractor shall obtain any necessary permits to comply with City, County, State, or Federal regulations or laws.

3.6.1.2 Contractor will assume responsibility and liability for the use of all chemical controls. Pests and diseases include, but are not limited to, all insects, aphids, mites, other invertebrates, gophers, moles, and other vertebrates, pathogens, and nematodes. Controls are to include necessary use of integrated pest control systems involving the use of life history information and extensive monitoring. The control program shall be accomplished through prevention, cultural practices, pesticide applications, exclusion, natural enemies, biological control and host resistance.

3.6.1.3 All material use shall be in strict accordance and applied within the most current EPA regulations and the California Food and Agricultural Code.

3.6.1.4 City shall be notified prior to the application of pesticides and other chemicals. Pesticide applications shall be recorded on the Maintenance Schedule and coordinated with Parks Supervisor. Material use reports for all pesticides shall be filed with the City no later than the 10th of every month for the preceding month. All pest control work will be documented by the Contractor in monthly chemical use reports and evaluation reports for each site serviced.

3.6.1.5 Application of Pesticides:

- 3.6.1.5.1 Timing: Pesticides shall be applied at times, which limit the possibility of contamination from climatic or other factors and at the proper life cycle of the pests. Early morning application shall be used when possible to avoid contamination from drift. Applicator shall monitor forecast weather conditions to avoid making application prior to inclement weather to eliminate potential runoff of treated areas.

Irrigation water applied after treatment shall be reduced to eliminate runoff. When water is required to increase pesticide efficiency, it shall be applied only in quantities of which each area is capable of receiving without excessive runoff.

- 3.6.1.5.2 Handling of Pesticides: Care shall be taken in transferring and mixing pesticides to prevent contaminating areas outside the target area. Application methods also shall be used which ensure that materials are confined to the target area. Spray tanks containing leftover materials shall not be drained on the site to prevent any contamination. Disposal of pesticides and tank rinsing materials shall be within the guidelines established in the State of California Food and Agricultural Code or EPA regulations.

- 3.6.1.5.3 Equipment and Methods: Spray equipment shall be in good operating condition, quality, and design to efficiently apply materials to the target area. Drift will be minimized by avoiding high-pressure applications and using water-soluble drift agents.

- 3.6.1.5.4 Selection of Materials: Pesticides shall be selected from those materials, which characteristically have the lowest residual persistence. Use of emulsifiable concentrates shall be used when possible to limit windblown particles. The use of adjuvants will be to increase pesticide efficiency thereby reducing the total amount of technical material required to gain control.

- 3.6.1.5.5 Substitutions: Wherever a specific type of material is specified, no substitutions shall be allowed without the written consent of the Parks Superintendent.

- 3.6.1.5.6 Certification of Materials: All materials shall be delivered on the site in original unopened containers. Materials shall be subject to inspection by the Parks Supervisor.

- 3.6.1.6 All turf areas shall be inspected for infestations of harmful pests such as ants, insects, mites, snails, sowbugs, gophers, moles, etc. Turf shall be observed closely for leaves that may be blotched, blighted, deformed, mildewed, rusted, scorched, discolored, defoliated, or wilted.

- 3.6.1.7 Identify the cause of injury and consult a Pest Control Advisor before application of chemical treatments.

- 3.6.1.7.1 The State of California Agricultural Code requires that toxic pest control chemicals may be used only after a written recommendation by a State of California licensed Pest Control Advisor is obtained. A recommendation must include all information the

applicator should know for an accurate and safe usage. The recommendation must be time and site-specific.

- 3.6.1.7.2 Application of all pesticides shall be only by a properly State-Licensed Pest Control Operator and a Qualified Applicator (QAL) of Pesticides.
- 3.6.1.7.3 There shall be no application of a pesticide without written permission of the City.
- 3.6.1.7.4 In case a Restricted Use Pesticide is recommended, the City must have a use permit issued only by the San Mateo County Agricultural Commissioner.
- 3.6.1.8 Start preventative cultural methods before a pest is visible. At certain times of the year, and with certain environmental conditions, the presence of certain pests can be anticipated.
- 3.6.1.9 Weeds must be removed upon appearance. Selective post-emergence herbicides shall be used to kill weeds without permanent injury to other plants. Do not proceed with a treatment except as recommended by a Pest Control Advisor in writing.
 - 3.6.1.9.1 Broadleaf weeds in turf shall be removed selectively, without injury to the turfgrass, other than slight, temporary discoloration.
 - 3.6.1.9.2 Grass weeds in lawns shall be controlled with selective post-emergence herbicides. See Seasonal Work for pre-emergence herbicide controls of weedy grass seeds; (i.e., crabgrass and dallisgrass).
- 3.6.1.10 Weeds not killed with herbicides shall be removed manually. However, manual weed control shall not be substituted for herbicide applications.
- 3.6.1.11 Turf and other plants killed by weeds, chemicals, etc., shall be replaced at the Contractor's expense. All replacements must be made within fourteen (14) days after receiving notice from the City.
- 3.1.2.12 The contractor shall post 24 hours prior to any fertilizing or pesticide operation. The posting of intent of any chemical application will include the date and time of application, the product being applied and re-entry time, according to product label.

The posting sign will be laminated and posted at all entry points to the park. The posting is also required on turf attached to either a stake or a-frame. On the day of spraying change the sign to read explaining that 'this location' has been sprayed on this day and state the appropriate re-entry information, as per label, e.g. "This location has been sprayed with _____ for weed control please keep off the grass for 24 hrs or until dry"

3.7 Clean-Up

- 3.7.1 Cleanup of the work site prior to operations shall be the responsibility of the contractor and will be required before starting any work. Cleanup shall include removal of all litter, animal feces, leaf matter, or other debris that has accumulated on the work site. Contractor shall remove all debris and dispose of it off-site or at the Parks Supervisor's direction.
- 3.7.2 At no time will it be allowed to blow grass cuttings/debris into public streets or gutters without being swept or vacuumed clean. Debris generated from adjacent maintained landscape areas shall be the responsibility of the Contractor to remove, (i.e., sidewalks, streets, gutters).
- 3.7.3 Contractor shall remove all debris resulting from the maintenance operations and dispose of it off-site at the time of occurrence.
- 3.7.4 All debris resulting from any of the Contractor's operations shall be removed and disposed of legally at the Contractor's expense. No debris will be allowed to remain at the end of the workday.
- 3.7.5 All walkways will be kept clean/clear of debris and plant growth. Care shall be taken not to create unnecessary hazards to foot traffic.

3.8 Fertilization

- 3.8.1 Scheduling: Fertilization will be applied in accordance as directed by the Parks Supervisor. All applications shall be recorded and specifically identified on the Landscape Maintenance Report indicating the fertilizer used and frequency applied and the landscape material applied to (i.e., turf, trees, shrubs, ground cover, etc.).
- 3.8.2 Type: All turf will be fertilizer using a complete or approved fertilizer (such as, 16-6-8 Turf Supreme). The rate of application shall be one (1) pound of actual nitrogen per 1,000 square feet. The Park Field Supervisor may request proof of fertilizer application in the form of empty fertilizer bags. The soil shall be amended per the soil lab written recommendations.
- 3.8.3 General: Fertilizers shall be inorganic, dry, pelletized or prilled formulation. Application shall be in accordance with manufacturer specifications and recommendations. Application rates shall also be according to manufacturer's specifications and recommendations.
- 3.8.4 Method of Application: In making application of fertilizer granules, precautions shall be taken to contain these materials in the planting areas. Caution should be used when using a cyclone spreader, which tends to throw material onto paved areas. The use of constant flow P.T.O.-driven spreaders will keep materials contained in planting areas, eliminating sidewalk stains. The Contractor will be responsible for removing all fertilizer stains from concrete caused by his application.

Timing of Application: When climatic factors cause problems of the general use of fertilizers, an adjustment of the fertilizer schedule may be necessary. After fertilizer application, monitor watering schedule to eliminate runoff or leaching of fertilizer materials.

3.9 Irrigation

3.9.1 General

The controlling factor in the performance of water management within the City landscape maintenance areas is the application of water to landscape plants at a rate, which closely matches the actual demands of plant material with little or no runoff. Roadway safety and maintenance is the first and foremost reason why water must be strictly controlled within the City. Other important water management considerations include: safe and dry turf areas for community use, water costs, and plant health.

3.9.2 Reports

See Reports and Schedules in these Specifications.

3.9.3 Irrigation/Operation and Maintenance

All turf areas shall be irrigated as required to maintain adequate growth and appearance. Irrigation shall be accomplished in accordance with current local Water Authority guidelines and/or the following time frames:

- | | | |
|----|-------------------------|------------------------|
| A. | Parks (Sunday-Thursday) | 10:00 p.m. - 5:00 a.m. |
| B. | Manual Irrigation | 7:00 a.m. - 12:00 p.m. |

Irrigation maintenance shall include but not be limited to operation of the system, adjustments, repairs, modifications, improvements, testing analysis, and other work as required.

3.9.4 Operation/Repair

3.9.4.1 The entire irrigation system, to include all components from connection at meters, shall be maintained in an operational state at all times. This coverage shall include, but not limited to the following: all controllers and remote control valves, gate valves and backflow devices, main and lateral lines, sprinkler heads, moisture-sensing devices, and all related equipment. Contractor responsibility for main lines shall consist of continual monitoring and any necessary repairs. Contractor is required to notify Parks Superintendent of main line failures within twenty-four (24) hours of occurrence.

3.9.4.2 All irrigation systems shall be tested and inspected a minimum of once per week and a written tracking report (see page Irrigation-25) submitted weekly in accordance with the schedule submitted at the start of the Contract showing the location, day of week and time of day that each system will be tested. Any changes shall be submitted for approval prior to enactment.

3.9.4.3 All systems shall be adjusted in order to:

3.9.4.3.1 Provide adequate coverage of all landscape areas;

- 3.9.4.3.2 Prevent excessive runoff and/or erosion;
- 3.9.4.3.3 Prevent watering roadways, facilities such as tennis, basketball or handball courts, walkways, trails, fences and private property;
- 3.9.4.3.4 Match precipitation rates;
- 3.9.4.3.5 Limit hazardous conditions; and
- 3.9.4.3.6 Prevent "flood irrigation," over irrigating one area to account for coverage deficiency in another area.
- 3.9.4.4 All system malfunctions, damage, and obstructions shall be recorded and timely corrective action taken.
- 3.9.4.5 In addition to weekly testing, all irrigation systems shall be tested and inspected as necessary when damage is suspected, observed or reported; daily, if necessary.
 - 3.9.4.5.1 Repair malfunctioning controllers, quick couplers, manual or automatic valves and sprinkler heads within twelve (24) hours of receipt of verbal or written notice.
 - 3.9.4.5.2 Correct deficient irrigation systems and equipment as necessary following verbal notification from the Parks Supervisor.

The Contractor shall turn off irrigation system immediately **as directed** during periods of rainfall and times when suspension of irrigation is desirable to conserve water while remaining within the guidelines of good horticulturally acceptable maintenance practices. This is to include weekends and holidays when inclement weather is current or predicted.
 - 3.9.4.5.3 Once the Parks Supervisor acknowledges the necessity to turn on the water once again, all controllers shall be activated within twelve (12) hours.
- 3.9.4.6 Contractor shall provide personnel fully trained in all phases of landscaping and irrigation systems operation, maintenance, adjustment, and repair; in all types of components to include irrigation control clocks, valves and sprinkler heads; and with all brands and models of irrigation equipment.
- 3.9.4.7 Contractor shall provide personnel fully-trained in all phases of landscaping and irrigation systems operation, maintenance, adjustment, and repair; in all types of components to include irrigation control clocks, valves and sprinkler heads; and with all brands and models of irrigation equipment.
- 3.9.4.8 All irrigation systems shall be tested and inspected a minimum of once per week in accordance with the following:
 - 3.9.4.8.1 A schedule shall be submitted at the start of the Contract showing the location, day of week and time of day that each system will be tested. Any changes shall be submitted for approval prior to enactment.

3.9.4.9 Adjustment, damage and repairs shall be divided into the following categories and actions:

- 3.9.4.9.1 All sprinkler heads shall be adjusted to maintain proper coverage. Adjustment shall include, but not be limited to, actual adjustments to heads, cleaning and flushing heads and lines, and removal of obstructions. Costs for adjustment shall be included in costs for operation and maintenance of the irrigation system.
- 3.9.4.9.2 All damage resulting from the Contractor's operations shall be repaired or replaced prior to the end of the workday at the Contractor's expense.
- 3.9.4.9.3 Repairs to the irrigation system shall be completed within 12 hours after approval by Parks Supervisor on major component damage such as broken irrigation lines, defective or broken valves and sprinkler heads, sprinkler head relocations and other modifications as necessary.
- 3.9.4.9.4 All replacements shall be with original type and model materials unless a substitute is approved by the Parks Supervisor.
- 3.9.4.9.5 Contractor shall maintain an adequate stock of medium and high usage items for repair of the irrigation system.
- 3.9.4.9.6 Contractor shall implement repairs in accordance with all effective warranties and no separate payment will be made for repairs on equipment covered by warranty.
- 3.9.4.9.7 Contractor shall pay for all excessive utility usage due to failure to repair malfunctions on a timely basis or unauthorized increases in the frequency of irrigation. Costs will be determined from comparisons of usage with historical usage for the same time period. Costs to be deducted from payments will be presented to the Contractor by the Parks Superintendent.

3.9.5 Personnel

- 3.9.5.1 The Contractor shall provide personnel knowledgeable of, and proficient in, current water management concepts, with the capability of working with City staff in implementing more advanced water management strategies. Periodic irrigation audits will be conducted.
- 3.9.5.2 The Contractor shall provide personnel capable of verbal and written communication in a professional level of English.

3.9.6 Materials

- 3.9.6.1 All replacement materials are to be with original types and model materials, unless a substitute is approved by the Parks Supervisor.
- 3.9.6.2 Contractor shall maintain an adequate inventory of medium-to-high usage stock items for repair of the irrigation systems.
- 3.9.6.3 Contractor shall implement repairs in accordance with all effective warranties.

- 3.9.6.4 The actual cost of all material passed on to the City shall be wholesale cost of the material.
- 3.9.6.5 The wholesale cost shall be the actual cost paid by the Contractor reflecting the best price, including discount available.
- 3.9.6.6 At no time shall the cost of materials exceed the retail cost from the current price list, minus the discount rates quoted in the proposal.
- 3.9.6.7 The total cost of materials shall include the following:
 - 3.9.6.7.1 Wholesale cost (retail costs minus Contractor's discount) as stated above.
 - 3.9.6.7.2 Applicable sales tax.
 - 3.9.6.7.3 A markup of 15% maximum for all overhead costs and profits.
- 3.9.6.8 All materials are to be new and identical to existing materials, unless directed otherwise by the Parks Supervisor.
- 3.9.6.9 The City reserves the right to purchase materials directly and make available to the Contractor. In the event the City exercises the option to purchase the materials, the following conditions will apply:
- 3.9.6.10 Contractor shall conform to all City practices and procedures.
- 3.9.6.11 All City purchases will be for the sole expressed use of and for the City.
- 3.9.6.12 The Contractor shall secure, store, inventory, distribute and control all material entrusted to his/her representatives. All materials and inventories shall be made available to the City upon request.

3.9.7 Water Management

- 3.9.7.1 All systems shall be programmed weekly and/or as needed to maintain healthy plant material and landscape.
- 3.9.7.2 Special water requirements, i.e., field resodding operations, fertilization programs, etc., shall be monitored by Contractor personnel 7 days a week, or as necessary.
- 3.9.7.3 All program changes shall be recorded on the Irrigation Management Form.
- 3.9.7.4 Controller programs are to be sufficient to maintain a healthy landscape without excessive water use and shall be consistent with irrigation schedules provided by the City.
- 3.9.7.5 Controller programs shall incorporate the following conditions:
 - 3.9.7.5.1 Meet City Water Management requirements

- 3.9.7.5.2 Meet Local Water Authority Management requirements
- 3.9.7.5.3 Avoid weekend watering
- 3.9.7.5.4 Maximize repeat operations (where and when possible)
- 3.9.7.5.5 Minimize station run times
- 3.9.7.5.6 Reflect actual evapotranspiration (E.T.) requirements
- 3.9.7.5.7 Reflect actual requirements of soil and plants
- 3.9.7.5.8 Eliminate runoff onto streets, sidewalks, and other non-target areas
- 3.9.7.5.9 Provide sufficient time for soil to dry out between irrigations
- 3.9.7.5.10 Maximize community use of City property

3.10 Trees - Unscheduled/Extra Work

- 3.10.1 Removal of trees with a diameter greater than three inches (3") D.B.H. shall be considered unscheduled / extra work.
- 3.10.2 All work above fourteen feet (14') will be done by the City or as unscheduled/extra work with the Parks Supervisor's approval.
- 3.10.3 Trees which may need to be removed with a diameter of ten (10") inches DBH shall be evaluated by the City Parks and Recreation Department. Any pruning above fourteen feet (14') shall, upon the Parks Supervisor's request, be evaluated by the City's arborist.
- 3.10.4 Trees which are removed may be required by the Parks and Recreation Department or the Parks Supervisor to have stumps removed to twelve inches (12") below grade, wood chips removed, and the hole backfilled to grade with top soil.
- 3.10.5 All unscheduled/extra work must have a written estimate turned in to the City. The Parks Supervisor must authorize estimate prior to unscheduled work being done.

3.11 General Facilities Maintenance

- 3.11.1 Policing
 - 3.11.1.2 All areas shall be kept free of litter, including broken glass or other such debris. This will require a thorough policing of the park and has to be maintained at least daily throughout the year. Any rubbish or debris shall be disposed of by the Contractor. Parking lot gutters shall be thoroughly cleaned (swept, washed, vacuumed or blown) each week to avoid accumulation of small bits of debris, glass, etc. Glass shall be removed when discovered.
 - 3.11.1.3 All trash containers will also be inspected and emptied daily and will be completed before 11:00 a.m. Trash cans for Sundays and Saturdays must be accomplished by 9:00 a.m. Trash cans will be inspected as part of the daily Park cleanup. Trash cans half full of debris or containing foul odors will be emptied at that time. Additional trash cans will

be added at peak times where needed, March through November. Contractor will pick up and place up to 50 cans at the direction of the City and return and store at non-peak times.

- 3.11.4 Sidewalks, pathways and hard surfaces shall be policed daily. They shall be cleaned thoroughly once a week, by sweeping, backpack blowing, or hosing off. All plant growth shall be prevented in any cracks, in curbs, street gutters, or along paved areas. Grass clippings shall be removed after each mowing operation.
- 3.11.5 Fence lines shall be kept free of trash, weeds, grass and prunings. Contractor shall properly dispose of all debris. Chemicals for weed control may be used as required.
- 3.11.6 Restroom Maintenance (Parks)
 - 3.11.6.1 All Park restrooms will be cleaned daily: Monday through Friday prior to 10:00 a.m. Saturdays, Sundays, and holidays, restrooms will be cleaned prior to 9:00 a.m.
 - 3.11.6.1.1 Scrub and clean the water closets, urinals, sinks, doors, partitions, walls, floors and dispensers. Fixtures shall be free of stains; graffiti; top and bottom of toilet seats, base and behind fixtures shall be clean; floors shall not have standing water and shall be squeegeed or swept after washing to remove standing water. (Note: A detergent and disinfectant shall be used for cleaning.) Walls and ceilings will be kept clean, free of cob webs, dirt, and "spit-balls".
 - 3.11.6.1.2 Tissue dispensers and paper products shall be checked and refilled. Contractor will keep a supply of paper products at each restroom facility. All paper products are to be supplied by the Contractor. Paper towels shall be white handifold Fort Howard #20603 or equivalent and toilet paper shall be 500 2-ply sheets/roll, 4.5" x 4.5" Fort Howard 198 Sof-Knit or equivalent.
 - 3.11.6.1.3 The Contractor shall provide all equipment and supplies (detergents, mops, hoses, brushes and disinfectants) required to maintain the restroom in a clean and orderly manner.

CURRENT BUSINESS REFERENCES FORM

Three references from government or business accounts for which PROPOSER currently provides landscape maintenance services are required. If your firm does not have three current accounts, provide past accounts and include a written explanation.

Agency / company name: _____

Address: _____

Phone number: _____

Contact person: _____

Date services started: _____

Summary of facilities: _____

Agency / company name: _____

Address: _____

Phone number: _____

Contact person: _____

Date services started: _____

Summary of facilities: _____

Agency / company name: _____

Address: _____

Phone number: _____

Contact person: _____

Date services started: _____

Summary of facilities: _____

WEEKLY MAINTENANCE REPORT

Landscape Maintenance Area No. & Description	Day of Week	Fertilizer Used/Frequency	No. of Personnel	Type of Work	Current Work	Make-up Work
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Report Comments: _____

STATEMENT OF EXPERIENCE AND QUALIFICATIONS

TYPES OF SERVICES PERFORMED

(Check “yes” if service is provided by your company’s staff, or “no” if service is not provided by your company’s staff.)

Irrigation Maintenance (Spray)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Irrigation Maintenance (Drip)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Rodenticide Applications	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Arboricultural Services (Trees)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Herbicide Applications (Landscaped Areas)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Herbicide Applications (Turf Areas)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Insecticide Applications (Landscaped Areas)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Insecticide Applications (Turf Areas)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Litter Removal	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Annual Color Planting	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tree, Shrub and Ground Cover Installation	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Fertilization	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Certified Playground Inspection	<input type="checkbox"/> YES	<input type="checkbox"/> NO

STAFFING SUMMARY

The following Staffing Summary must be completed for the proposed contract work, showing the number of full and part time positions identified by the Proposer to meet the standards outlined in the Technical Specifications and Performance Standards. For each job classification utilized, Proposer must attach the relevant job description. The City will use this information to evaluate the proposals and ensure that a satisfactory number and type of positions have been provided by the Proposer to achieve a high level of landscape maintenance.

Please list the proposed full time equivalents (FTE) for each job classification included in the proposal. For example, if a full time Supervisor is expected to work 1,040 hours during the year on this contract, .5 FTE should be listed under full time FTE. Also, please list the estimated hours per week that each classification is expected to work. If the proposer has different staffing expectations for the winter and summer seasons, please include that.

	Full Time FTE	Hours/Week	Part Time FTE	Hours/Week
Supervisor				
Foreman/Lead Worker				
Landscape Maintenance Worker				
Landscape Maintenance Laborer				
Maintenance Assistant				
Irrigation Specialist				
Pesticide Applicator				
Playground Inspector				
Horticulturalist				
Water Auditor				
Turf Grass Specialist				
Other (please specify):				
Other				
Other				

WEEKLY MAINTENANCE SCHEDULE

MONTH: _____ DATES: _____ TO _____		PAGE OF _____		PAGES							
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Mow	M										
	T										
	W										
	TH										
	F										
Rodent Control	M										
	T										
	W										
	TH										
	F										
Fertilize	M										
	T										
	W										
	TH										
	F										
Reseed	M										
	T										
	W										
	TH										
	F										
Weed Control	M										
	T										
	W										
	TH										
	F										
Aerate 6" & 10"	M										
	T										
	W										
	TH										
	F										
Top Dress	M										
	T										
	W										
	TH										
	F										
Irrigation Check	M										
	T										
	W										
	TH										
	F										
Vertical Mow/Dethatch	M										
	T										
	W										
	TH										
	F										

EXTRA WORK AUTHORIZATION

CONTROLLER NUMBER: _____ DATE: _____

LOCATION: _____

Parks Supervisor Authorization: _____ Date: _____

Parks Superintendent Authorization: _____ Date: _____

DESCRIPTON OF WORK: _____

SUBCONTRACTOR: _____

ADDRESS: _____

MATERIAL:

Quantity	Item	Estimate	Actual	Quantity	Item	Estimate	Actual
		\$	\$			\$	\$
		\$	\$			\$	\$
		\$	\$			\$	\$
		\$	\$			\$	\$
		\$	\$			\$	\$

EQUIPMENT:

Item	Estimate	Actual	Item	Estimate	Actual
	\$	\$		\$	\$

LABOR:

Type	Estimate	Actual	Type	Estimate	Actual
	\$ ____/Hr.	\$ ____/Hr.		\$ ____/Hr.	\$ ____/Hr.
	\$ ____/Hr.	\$ ____/Hr.		\$ ____/Hr.	\$ ____/Hr.
Total	\$	\$	Total	\$	\$

Estimated Extra Work Cost:

Materials: \$ _____
 Equipment: \$ _____
 Labor: \$ _____
 Total: \$ _____

Actual Extra Work Cost:

Materials: \$ _____
 Equipment: \$ _____
 Labor: \$ _____
 Total: \$ _____

PERFORMANCE DEFICIENCY DEDUCTION

Notification to: _____

Date: _____ Time: _____ Method: _____

The following performance deficiency(ies) has been observed and requires immediate correction.

Location / Description: _____

Value of Deduction: \$ _____

City representative to check deficient items and comment (if applicable) below.

- ☐ 1. Performance deficiency up to \$100.00 per instance.
- ☐ 2. Failure to comply with minimum contract defined manpower requirements. Deduction of \$100.00 per employee per workday.
- ☐ 3. Failure to provide adequate equipment. Deduction of up to \$100.00 per instance/per workday.
- ☐ 4. Failure to protect public health and /or correct safety concerns.
- ☐ 5. Failure to comply with water restrictions.
- ☐ 6. Failure to submit weekly schedule.
- ☐ 7. Failure to program controllers per City-provided schedule.
- ☐ 8. Failure to manage the City-approved quality control program.
- ☐ 9. Failure to correct irrigation deficiency in time frame.
- ☐ 10. Other _____

Please initiate the necessary corrective action(s) and notify the Parks Supervisor when complete for re-inspection.

Parks Supervisor

Parks Superintendent

**CONTRACT MAINTENANCE
INCIDENT/ACCIDENT REPORT**

DATE: _____

PROJECT NO: _____

LOCATION: _____

CONTRACTOR: _____

NATURE OF INCIDENT:

ACTION TAKEN:

Signed

Date

- c: Parks Supervisor
- Parks Superintendent
- Contractor
- Project File

Note Exceptions List any exceptions that your organization may have to the specifications required for this landscape maintenance contract.
